

[ON CORPORATION'S LETTERHEAD]

[DATE]

VIA ORDINARY MAIL OR DELIVERY

[Posted at least 15 clear days before date of meeting]

TO *THOSE PERSONS LISTED ON THE ATTACHED MAILING LIST*

RE: **Annual General Meeting of [name of corporation] (the "Corporation")**

By order of the Board of Directors, I am enclosing a Notice Of Annual General Meeting of the shareholders of the Corporation to be held on _____ at _____ .m. at the following location:

[address at which meeting is to be held]

I am also enclosing the attachments referred to in the Notice.

The enclosed package includes a proxy form. If you wish to use the proxy, please insert it into the enclosed SASE envelope and post it in time for it to be received at least 48 hours prior to the meeting. In the alternative, insert it into the envelope and call us at ###-####; we will send a courier to pick it up from you at no expense to you.