

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>

<address>

<address>

<address>

Re: Shareholders' Agreement

Dear <Name>:

Enclosed herewith please find a draft of a Shareholders' Agreement for your review. This agreement is essentially the same as the agreement which I have forwarded to <Name> for review in connection with _____.

Please review this agreement at your convenience and call me with any questions or suggestions you might have.

I look forward to hearing from you regarding this matter.

Sincerely,

BY:

/
Enclosure