

**CONFIDENTIAL**

At ....., on ....., 20...

**ATTENTION:**

..... (name of shareholder or representative)  
[..... (name corporate shareholder)]  
..... (address)  
..... (city, province)  
..... (postal code)

Re: [Unanimous] shareholder agreement  
Our File: .....

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Mr. [Mrs./Ms.] ..... (name of shareholder or representative),

Under Section [OR Subsection] ..... of the [unanimous] shareholder agreement entered into between you [OR ..... (name, if corporate shareholder) and me [OR ..... (name, if corporate shareholder)] (the “Shareholders”) on ....., 20... (the “Agreement”), you undertake [OR ..... (name, if corporate shareholder) undertakes] to reassess your [OR its] ..... ( ..... ) Class “...” shares (the “Shares”) on an annual basis, within one hundred and twenty (120) days following the end of the financial year.

As of this date, you have [OR ..... (name, if corporate shareholder) has] not yet carried out the reassessment of your [OR its] Shares as required under the Agreement, which reassessment must be signed by all the Shareholders.

Kindly contact us at your earliest convenience so that this situation may be resolved as soon as possible.

Best regards,

..... (corporate name)

By: \_\_\_\_\_  
.....  
(name of representative)