**\*\*\* Exercise Your *Right* to Vote \*\*\***

**Important Notice Regarding the Availability of Proxy Materials for the**

**Annual Shareholders Meeting to Be Held on November 28, 2018.**

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| LOGO |  LOGO *C/O PROXY SERVICES**P.O. BOX 9163**FARMINGDALE, NY 11735* |   |  **Meeting Information** |
|   |  **Meeting Type:**           Annual Meeting |
|   | **For holders as of:**      September 26, 2018 |
|   | **Date:**November 28, 2018        **Time:**8:00 a.m. PT |
|   | **Location:** | Meydenbauer Center |
|   |   | 11100 NE 6th Street |
|   |   | Bellevue, Washington |
|   |   |  Meeting live via the Internet-please visit |
|   |  | microsoft.onlineshareholdermeeting.com.  |
|  You are receiving this communication because you hold shares in the company named above. This is not a ballot. You cannot use this notice to vote these shares. This communication presents only an overview of the more complete proxy materials that are available to you on the Internet. You may view the proxy materials online at *www.proxyvote.com*, scan the QR Barcode on the reverse side, or easily request a paper copy (see reverse side). We encourage you to access and review all of the important information contained in the proxy materials before voting.  |
|   |   | **See the reverse side of this notice to obtain proxy materials and voting instructions.**  |
|   |   |   |   |

**Before You Vote**

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|   |   | *How to Access the Proxy Materials*  |
|   |   |  **Proxy Materials Available to VIEW or RECEIVE:** |
|   | NOTICE AND PROXY STATEMENT                      ANNUAL REPORT |
|   |  **How to View Online:** |
|   | Have the information that is printed in the box marked by the arrow LOGO(located on the following page) and visit: |
|   | *www.proxyvote.com,* or scan the QR Barcode below. |
|   |  **How to Request and Receive a PAPER or E-MAIL Copy:** |
|   | If you want to receive a paper or e-mail copy of these documents, you must request one. There is NO charge for requesting a copy. |
|   | Please choose one of the following methods to make your request: |
|   | 1) *BY INTERNET*:         www.proxyvote.com |
|   | 2) *BY TELEPHONE*:     1-800-579-1639 |
|   | 3) *BY E-MAIL\**:             sendmaterial@proxyvote.com |
|   |  \* If requesting materials by e-mail, please send a blank e-mail with the information that is printed in the box marked by the arrow LOGO(located on the following page) in the subject line. |
|   |  Requests, instructions and other inquiries sent to this e-mail address will NOT be forwarded to your investment advisor. |
|   | Please make the request as instructed above on or before November 14, 2018 to facilitate timely delivery.  |

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| **How To Vote** | LOGO |
|   | *Please Choose One of the Following Voting Methods* |

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| LOGO  |   |  **Vote In Person:** Many shareholder meetings have attendance requirements including, but not limited to, the possession of an attendance ticket issued by the entity holding the meeting. Please check the meeting materials for any special requirements for meeting attendance. At the meeting, you will need to request a ballot to vote these shares. |
|  **Vote By Internet:** Go to *www.proxyvote.com* or from a smartphone, scan the QR Barcode above. Have the information that is printed in the box marked by the arrow LOGO(located on the following page) available and follow the instructions.  |
| *During The Meeting:* | Go to *microsoft.onlineshareholdermeeting.com.* Have the information that is printed in the box marked by the arrow LOGO(located on the following page) available and follow the instructions. |
|  **Vote By Mail:** You can vote by mail by requesting a paper copy of the materials, which will include a proxy card.  |

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|   | **Voting Items** |   |   |   |   |   |   |   |

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|   | **The Board of Directors recommends a vote “FOR” EACH OF THE FOLLOWING NOMINEES, “FOR” PROPOSAL 2, and “FOR” PROPOSAL 3.** |   |
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|   | 1. | Election of Directors: (The Board recommends a vote FOReach nominee) | 2. | Advisory vote to approve named executive officer compensation(The Board recommends a vote FOR this proposal) |
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|   |   | 01. 02. 03. 04. 05. 06. 07. 08. 09. 10. 11. 12. 13. 14. | William H. Gates lll Reid G. Hoffman Hugh F. Johnston Teri L. List-Stoll Satya Nadella Charles H. Noski Helmut Panke Sandra E. Peterson Penny S. Pritzker Charles W. Scharf Arne M. Sorenson John W. Stanton John W. Thompson Padmasree Warrior | 3. | Ratification of Deloitte & Touche LLP as our independent auditor for fiscal year 2019(The Board recommends a vote FOR this proposal) |
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