

ALBEMARLE CORP
Form DEFA14A
March 01, 2004

UNITED STATES
SECURITIES AND EXCHANGE COMMISSION

Washington, D.C. 20549

SCHEDULE 14A

(Rule 14a-101)

INFORMATION REQUIRED IN PROXY STATEMENT

SCHEDULE 14A INFORMATION

Proxy Statement pursuant to Section 14(a) of the Securities Exchange Act of 1934

(Amendment No. ____)

Filed by the Registrant

Filed by a Party other than the Registrant

Check the appropriate box:

Preliminary Proxy Statement

Confidential, For Use of the Commission Only (as permitted by Rule 14a-6(e)(2))

Definitive Proxy Statement

Definitive Additional Materials

Soliciting Material Pursuant to § 240.14a-12

ALBEMARLE CORPORATION

(Name of Registrant as Specified in its Charter)

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(Name of Person(s) Filing Proxy Statement, if other than the Registrant)

Payment of Filing Fee (Check the appropriate box):

No fee required.

Fee computed on table below per Exchange Act Rules 14a-6(i)(1) and 0-11.

(1) Title of each class of securities to which transaction applies:

(2) Aggregate number of securities to which transaction applies:

(3) Per unit price or other underlying value of transaction computed pursuant to Exchange Act Rule 0-11 (set forth the amount on which the filing fee is calculated and state how it was determined):

(4) Proposed maximum aggregate value of transaction:

(5) Total fee paid:

- .. Fee paid previously with preliminary materials.

- .. Check box if any part of the fee is offset as provided by Exchange Act Rule 0-11(a)(2) and identify the filing for which the offsetting fee was paid previously. Identify the previous filing by registration statement number, or the Form or Schedule and the date of its filing.

(1) Amount Previously Paid:

(2) Form, Schedule or Registration Statement No.:

(3) Filing Party:

(4) Date Filed:

[Letterhead of Albemarle Corporation]

February 27, 2004

Dear Shareholder:

You have consented to access all future proxy materials and annual reports of Albemarle Corporation (the "Company") electronically over the Internet instead of receiving paper copies of such documents in the mail. The purpose of this letter is to notify you that the Company's proxy materials for the 2004 annual meeting of its shareholders and its 2003 annual report are now available on the Company's website at <http://www.albemarle.com>. After accessing these documents, please mark, sign, date and return the enclosed proxy card promptly using the enclosed envelope.

You may request paper copies of the proxy materials for the 2004 annual meeting of the Company's shareholders and the Company's 2003 annual report by contacting our transfer agent National City Bank at 1-800-622-6757.

Very truly yours,

/s/ Luther C. Kissam, IV

Luther C. Kissam, IV

Secretary