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3 April 2024

Dear Shareholder

Balfour Beatty plc – Notice of 2024 Annual General Meeting (Notice of AGM) and voting instructions

I write to inform you that you can now access the Notice of AGM and the Balfour Beatty plc Annual Report and Accounts for the year ended 31 December 2023 by visiting the Company's website at www.balfourbeatty.com/investors. Explanatory notes on all the resolutions can be found in the Notice of AGM.

The AGM will be held on Thursday 9 May 2024 at 10:00am at The Curve Building, Axis Business Park, Langley, Berkshire SL3 8AG. Further details are set out in the Notice of AGM.

It is possible for you to submit your proxy votes online by going to Equiniti's Shareview website, www.shareview.co.uk, and logging in to your Shareview Portfolio. Once you have logged in, simply click 'View' on the 'My Investments' page and then click on the link to vote and follow the on-screen instructions. If you have not yet registered for a Shareview Portfolio, go to www.shareview.co.uk and enter the requested information. It is important that you register for a Shareview Portfolio with enough time to complete the registration and authentication processes.

Please note that voting instructions must be registered by no later than 10:00am on Tuesday 7 May 2024.

Shareholder Reference Number (SRN)	
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Please note that this letter does not contain a summary of the contents of the Notice of AGM and should not be regarded as a substitute for reading the Notice of AGM in full. Please read the Notice of AGM before deciding how to vote on the resolutions.

You have received this letter because you are deemed to have consented to receive shareholder documentation by means of a website, with paper notification of the publication of any documents on our website. If you would like to receive future notifications issued by the Company by email rather than by letter, please visit www.shareview.co.uk and complete your registration details. This would also help reduce our impact on the environment.

If you have any questions concerning this letter or cannot locate or access the Notice of AGM on the website, please contact Equiniti by calling the helpline on +44 (0) 371 384 2703. Lines are open from 8:30am to 5:30pm, Monday to Friday, excluding public holidays in England and Wales.

Yours faithfully

Tracey Wood

Group General Counsel and Company Secretary