

Change of Address Notification

Date: [Insert Date]

To: [Company Name]

Attention: Shareholder Services

Dear [Company Name] Shareholder,

I, [Your Full Name], hold [Number of Shares] shares of [Company Name]. I am writing to formally notify you of a change in my address.

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, ZIP Code]

Previous Address:

[Old Address Line 1]

[Old Address Line 2]

[City, State, ZIP Code]

Kindly update your records accordingly. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Shareholder ID or Account Number]