

Notification of Address Change

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We are writing to inform you of an important update regarding your shareholder information. As of [Insert Effective Date], our records indicate that you have changed your address. Please confirm your new address as follows:

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

If this information is correct, no further action is required on your part. If there are any discrepancies, please contact our office at [Insert Contact Information] or email us at [Insert Email Address] to update your records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Contact Information]