

# Shareholder Address Change Notification

Date: [Insert Date]

To: [Shareholder's Name]

Address: [Current Address]

Dear [Shareholder's Name],

We are writing to inform you that the registered address associated with your shares in [Company Name] has been updated. Please find the new address details below:

New Address: [New Address]

It is important that your contact information is up-to-date to ensure you receive all communications from us. If you have any questions or require further assistance, please do not hesitate to contact our office at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]