

Shareholder Information Update Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update on my shareholder information related to [Company's Name]. My details are as follows:

Name: [Your Full Name]

Shareholder ID: [Your Shareholder ID]

Number of Shares Held: [Number of Shares]

To ensure that I receive all relevant communications and updates regarding my holdings, I kindly ask that you verify and update my contact information in your records.

If there are any forms or additional information needed from my side, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]