

Update Request for Shareholder Contact Information

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Shareholder,

We are reaching out to request your assistance in updating our records for the contact information associated with your shareholder account. Accurate contact information is essential for ensuring that you receive important communications, including shareholder notices and updates.

Please review your current contact information below and provide any necessary updates:

- Shareholder Name: [Insert Name]
- Current Address: [Insert Address]
- Email: [Insert Email]
- Phone Number: [Insert Phone Number]

If any of the above information is incorrect or has changed, please provide your updated contact information:

- Updated Name: [Insert New Name]
- Updated Address: [Insert New Address]
- Updated Email: [Insert New Email]
- Updated Phone Number: [Insert New Phone Number]

We appreciate your prompt attention to this matter and look forward to receiving your updated information by [Insert Deadline]. Thank you for your continued support and involvement with [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]