

Amendment of Contact Information

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Shareholder Name]

[Shareholder Address]

[City, State, Zip Code]

Dear [Shareholder Name],

We are writing to inform you of an important amendment regarding your contact information associated with your shareholder records. To ensure effective communication and updates regarding your shares, we kindly request you to provide the following updated contact information:

- New Email Address: [Insert New Email]
- New Phone Number: [Insert New Phone Number]
- New Mailing Address: [Insert New Mailing Address]

Please confirm the accuracy of the above information by signing and returning this letter or by contacting our office directly at [Insert Contact Number] or [Insert Contact Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]