

Change of Information for Shareholder Records

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Company Secretary/Appropriate Contact],

I am writing to formally request a change to my information as a shareholder of [Company Name]. Below are the details of my previous and updated information:

Previous Information:

Name: [Previous Name]
Address: [Previous Address]
Shareholder ID: [Shareholder ID Number]

Updated Information:

Name: [Updated Name]
Address: [Updated Address]

Please update your records accordingly. If there are any forms or additional information needed to facilitate this change, kindly let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]