

# Request to Amend Shareholder Contact Records

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, ZIP]

Email: [Your Email] Phone: [Your Phone Number]

[Recipient's Name]

[Company's Name] [Company's Address] [City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to my contact information as a shareholder in [Company's Name].

Currently, my records contain the following information:

- Name: [Your Current Name]
- Email: [Your Current Email]
- Phone Number: [Your Current Phone Number]

I would like to update my contact information to the following:

- Name: [Your Updated Name]
- Email: [Your Updated Email]
- Phone Number: [Your Updated Phone Number]

Please let me know if you require any further information or documentation to process this request. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Shareholder ID (if applicable)]