

# Shareholder Contact Information Update

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We are reaching out to confirm that your contact information in our records is up to date. To ensure that you receive all important communications regarding your shares, please review the details below:

Current Contact Information:

- Email: [Current Email]
- Phone: [Current Phone Number]
- Mailing Address: [Current Address]

If there have been any changes to your contact information, please provide the updated details in the section below:

Updated Contact Information:

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

We appreciate your prompt attention to this matter. Please return this form by [Insert Deadline] to ensure that your information is accurate in our records.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]