

Shareholder Contact Information Update Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request an update to my contact information associated with my shareholder account. My details are as follows:

Current Information:

Name: [Current Name]

Address: [Current Address]

Phone Number: [Current Phone Number]

Email Address: [Current Email Address]

New Information:

Name: [New Name]

Address: [New Address]

Phone Number: [New Phone Number]

Email Address: [New Email Address]

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

Thank you very much.

Sincerely,

[Your Name]