

Shareholder Data Adjustment Notification

Date: [Insert Date]

Dear [Shareholder's Name],

We are writing to inform you of an adjustment made to your shareholder data in our records.

Adjustment Details:

- Shareholder ID: [Insert Shareholder ID]
- Previous Data: [Insert Previous Data]
- Adjusted Data: [Insert Adjusted Data]

This adjustment was necessary to ensure the accuracy of our records and may affect your current and future holdings. If you have any questions or concerns regarding this adjustment, please do not hesitate to contact our shareholder services department at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]