

# Update of Shareholder Personal Information

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

[City, State, Zip Code]

Dear [Shareholder's Name],

We are writing to inform you that we have updated your personal information in our records. Please find the details of your information below:

## Updated Information

- **Full Name:** [Updated Full Name]
- **Address:** [Updated Address]
- **Phone Number:** [Updated Phone Number]
- **Email:** [Updated Email]

If any of the above information is incorrect, please contact us immediately at [Company's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]