

# Notification of Change of Transfer Agent

Date: [Insert Date]

Dear Shareholder,

We are writing to inform you that effective [Insert Effective Date], [Company Name] has changed its transfer agent from [Old Transfer Agent Name] to [New Transfer Agent Name]. This change is part of our ongoing efforts to enhance shareholder services.

Our new transfer agent can be contacted at:

- Name: [New Transfer Agent Name]
- Address: [New Transfer Agent Address]
- Phone: [New Transfer Agent Phone Number]
- Email: [New Transfer Agent Email Address]

Please take note of this change for any future correspondence regarding your shares. We appreciate your understanding and support during this transition.

If you have any questions or need further assistance, please feel free to reach out to us at [Company Contact Information].

Thank you for being a valued shareholder.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]