

# Shareholder Communication: Transfer Agent Adjustments

Date: [Insert Date]

To: [Shareholder Name]

[Shareholder Address]

[City, State, Zip Code]

Dear [Shareholder Name],

We hope this letter finds you well. We are reaching out to inform you of recent adjustments made by our transfer agent that may affect your shareholding records.

Due to [brief explanation of the reason for adjustments, e.g., "a recent merger," "stock split," etc.], please be advised of the following changes:

- Previous Shareholding: [X Shares]
- Current Shareholding: [Y Shares]
- Adjustment Date: [Insert Date]

If you have any questions regarding these adjustments or your shareholding, please do not hesitate to contact us at [Insert Contact Information] or reach out directly to our transfer agent at [Transfer Agent Contact Information].

Thank you for your continued support and trust in [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]