

Verification of Shareholder Transfer Agent Change

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Transfer Agent Company Name]

[Transfer Agent Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally verify the change of our shareholder transfer agent from [Old Transfer Agent Name] to [New Transfer Agent Name], effective [Effective Date]. This change has been approved by our Board of Directors.

Please update your records accordingly and notify any shareholders as necessary. If you require any additional information or documentation to process this change, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]