

Acknowledgment of Shareholder Inquiry

Date: [Insert Date]

[Shareholder's Name]

[Shareholder's Address]

[City, State, Zip Code]

Dear [Shareholder's Name],

We would like to acknowledge receipt of your inquiry regarding your account specifics dated [Insert Inquiry Date]. We appreciate your reaching out to us and your interest in our company.

We are currently reviewing the details of your inquiry and will respond within [Insert Timeframe] with the information you requested. Please rest assured that we are committed to addressing your concerns promptly.

If you have any further questions in the meantime, please feel free to contact us at [Insert Contact Information].

Thank you for your continued support as a valued shareholder.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]