

Confirmation of Shareholder Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Shareholder's Name],

We are writing to confirm that we have received your request for account information regarding your holdings in [Your Company Name]. We value your investment and appreciate your engagement as a shareholder.

As per your request, we are currently processing the following information:

- Account Balance
- Transaction History
- Dividend Information

We aim to provide the requested details by [Insert Date]. If you have any further inquiries or require additional assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]