

Endorsement Letter for Shareholder Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally endorse the inquiry of [Shareholder's Name] regarding account information related to their shareholdings in [Company Name].

[Shareholder's Name] has requested information pertaining to their account status and relevant details about their share ownership. As a shareholder of our company, they have the right to access this information, and I support their request for transparency in our operations.

Please provide them with the necessary account information and feel free to reach out to me directly should you require any further assistance regarding this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Company Name]