

# Notification to Shareholders

Date: [Insert Date]

To: [Shareholder Name]

Address: [Shareholder Address]

Dear [Shareholder Name],

We hope this message finds you well. We are writing to inform you that we require clarification regarding your account details associated with your shareholding in [Company Name].

To ensure the accuracy of our records and to maintain clear communication regarding your investments, we kindly ask you to provide us with the following information:

- Updated contact information (phone number, email address)
- Confirmation of your registered address
- Any changes in your banking details for dividend payments

Please respond to this notification by [Insert Deadline Date] to avoid any disruptions in communication and ensure that you continue to receive important information regarding your shareholdings.

If you have any questions or require assistance, feel free to contact our shareholder services department at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]