Validation of Shareholder Communication

Date: [Insert Date]
To: [Shareholder's Name]
[Shareholder's Address]
Dear [Shareholder's Name],
We are writing to confirm the status of your account with [Company Name]. As a valued shareholder, it is important for us to ensure that you are kept informed about your investment.
Your current shareholding is as follows:
 Number of Shares: [Insert Number] Account Status: [Active/Inactive] Date of Last Transaction: [Insert Date]
If you have any questions regarding your account status or if you need further assistance, please do not hesitate to contact us at [Contact Information].
Thank you for your continued support and trust in [Company Name].
Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Company Contact Information]