

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

Subject: Compliance Notification Regarding ZM Stock

Dear [Recipient's Name],

We are writing to inform you of an important compliance matter concerning the ZM stock. As part of our commitment to regulatory requirements and transparency, we wish to notify you of the following:

1. ****Compliance Issue:**** [Briefly describe the compliance issue related to ZM stock]
2. ****Regulatory Reference:**** [Cite any relevant regulations or guidelines]
3. ****Required Actions:**** [List any required actions from the recipient or company]
4. ****Deadline for Compliance:**** [Specify any deadlines for compliance]
5. ****Point of Contact:**** [Provide contact information for any questions or clarifications]

We appreciate your attention to this matter and your cooperation in ensuring compliance. Should you have any questions, please do not hesitate to reach out.

Thank you for your prompt attention to this notification.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]