

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: ZG Stock Compliance Reporting

I hope this message finds you well.

As part of our ongoing commitment to compliance and transparency regarding ZG stock transactions, we are submitting our compliance report for the period ending [Report Period End Date]. This report includes detailed information on all relevant transactions and activities that affect our ZG stock holdings.

Compliance Report Summary:

- ****Total Purchases:**** [Number of Purchases]
- ****Total Sales:**** [Number of Sales]
- ****Current Holdings:**** [Number of Shares Held]
- ****Any Expected Changes:**** [Details on Expected Changes]

You will find the attached documents that provide a breakdown of these transactions along with any required supporting documentation to meet compliance standards.

Please review the enclosed report at your earliest convenience. Should you have any questions or require additional information, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]