

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Subject: Notification of ZG Stock Sale

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my recent sale of ZG stock, which took place on [sale date].

Details of the transaction are as follows:

- \*\*Number of Shares Sold:\*\* [number of shares]
- \*\*Sale Price per Share:\*\* [sale price]
- \*\*Total Sale Amount:\*\* [total amount]
- \*\*Transaction ID:\*\* [transaction ID]

This sale was executed for personal financial planning purposes. If you require any further information or documentation, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]