

[Your Bank's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Issuance of Share Certificate

Dear [Recipient's Name],

We are pleased to inform you that your application for the issuance of shares in [Company Name] has been processed. Enclosed with this letter is your official Share Certificate.

Details of your Share Certificate are as follows:

- Shareholder Name: [Recipient's Name]
- Share Certificate Number: [Certificate Number]
- Number of Shares: [Number of Shares]
- Issue Date: [Issue Date]
- Class of Shares: [Class of Shares]

Please keep this certificate in a safe place as it serves as proof of your ownership in the company. Should you have any questions or require further assistance, please do not hesitate to contact us at [Bank's Contact Information].

Thank you for your continued trust in [Bank Name].

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank Contact Information]

Enclosure: Share Certificate