

[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 a share certificate has been received and processed. Below are the details pertinent to your request:

**\*\*Shareholder Information\*\***

Name: [Shareholder's Name]

Account Number: [Account Number]

Number of Shares: [Number of Shares]

Type of Shares: [Common/Preferred]

**\*\*Certificate Details\*\***

Certificate Number: [Certificate Number]

Date of Issue: [Date of Issue]

Please ensure that all information is accurate and contact us immediately if you notice any discrepancies. Your share certificate will be dispatched to your registered address within [number of days] business days.

If you have any questions or require further assistance, feel free to reach us at [Bank's Contact Information].

Thank you for banking with us.

Sincerely,

[Your Name]

[Your Position]

[Bank's Name]

[Bank's Contact Information]