

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Bank Share Certificate

Dear [Bank Manager's Name],

I am writing to request the issuance of my share certificate for my holdings with [Bank Name]. Below are the details of my account and shareholdings:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Number of Shares: [Number of Shares]
- Type of Shares: [Type of Shares, if applicable]

Please let me know if any further information or documentation is required to process this request. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]