

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

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

Subject: Request for Share Certificate

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to formally request the issuance of my share certificate for the shares I hold in [Bank Name/Company Name]. Below are the details of my holdings:

- Name of Shareholder: [Your Name]
- Account Number: [Your Account Number]
- Number of Shares: [Total Number of Shares]
- Certificate Reference Number (if applicable): [Reference Number]

I would appreciate it if you could process this request at your earliest convenience. Please let me know if there are any forms or additional information needed to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]