

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

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

Dear [Bank Manager's Name],

Subject: Request for Share Certificate

I hope this letter finds you well.

I am writing to formally request the issuance of my share certificate for [specify the shares, e.g., "ABC Corporation" or "XYZ Limited"]. My details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Number of Shares: [Specify Number of Shares]

I would appreciate your assistance in processing this request at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

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]