

[Your Bank's Name]
[Bank's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 processed successfully. Please find below the details of your shareholding:

- ****Shareholder Name:**** [Recipient's Name]
- ****Certificate Number:**** [Certificate Number]
- ****Number of Shares:**** [Number of Shares]
- ****Date of Issue:**** [Issuance Date]

Enclosed with this letter is your share certificate. Please keep it in a safe place, as it serves as proof of your ownership.

Should you have any questions or require further assistance, do not hesitate to contact our customer service at [Phone Number] or [Email Address].

Thank you for choosing [Your Bank's Name].

Sincerely,

[Your Name]

[Your Position]

[Your Bank's Name]