

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

[Bank's Name]
[Bank's 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 a share certificate for my holdings with your institution.

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

Number of Shares: [Number of Shares]

I kindly ask that the share certificate be sent to my address listed above. If you require any additional information or documentation, please do not hesitate to contact me at the phone number or email address provided.

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]