

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

Subject: Request for Issuance of Share Certificate

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the issuance of a share certificate for my holdings with [Bank Name]. Below are the details pertaining to my account and shareholdings:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Number of Shares Requested:** [Number of Shares]
- **Type of Shares:** [Type of Shares]

I kindly ask you to process this request at your earliest convenience. Should you require any further information or documentation, please do not hesitate to reach out to me via the contact details provided above. Thank you for your attention to this matter.

Sincerely,

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