

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Issuance of Share Certificate

Dear [Recipient'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 [Company Name]. Details of my shareholding are as follows:

- Shareholder Name: [Your Full Name]
- Shareholder ID/Number: [Your ID/Number]
- Number of Shares: [Number of Shares]
- Acquisition Date: [Date of Acquisition]

I would appreciate it if you could process this request at your earliest convenience and send the certificate to my address mentioned above.

Thank you for your attention to this matter. Should you need any further information, please feel free to contact me at the provided email or phone number.

Sincerely,

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