

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

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

Subject: Application for Share Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of a share certificate for my holdings in [Company's Name].

Details of my shareholding are as follows:

- Shareholder Name: [Your Name]
- Folio Number: [Your Folio Number]
- Number of Shares: [Number of Shares Held]

I kindly request that the share certificate be issued in my name and sent to my registered address as mentioned above. Attached to this letter, you will find a copy of my identification and any other required documentation.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

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