

[Your Bank's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Approval of Share Certificate

Dear [Recipient's Name],

We are pleased to inform you that your request for the issuance of a share certificate has been approved. The details of your share certificate are as follows:

- \*\*Shareholder Name:\*\* [Shareholder Name]
- \*\*Number of Shares:\*\* [Number of Shares]
- \*\*Share Certificate Number:\*\* [Certificate Number]
- \*\*Date of Issue:\*\* [Date]

Please ensure to keep this certificate in a safe place, as it represents your ownership in the company. Should you have any questions regarding this certificate or other banking services, do not hesitate to contact us at [Bank's Contact Number] or visit our nearest branch.

Thank you for choosing [Bank Name].

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

[Bank Contact Information]

[Signature]