

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

Subject: Inquiry Regarding Share Certificate

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to inquire about the share certificate related to my account held at your bank. Below are the details of my account for your reference:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Shares: [Specify type, e.g., common, preferred]
- Share Certificate Number: [If applicable]
- Date of Issuance: [Date of certificate issuance]

I kindly request the following information regarding the share certificate:

1. Current status of the share certificate
2. Any fees associated with issuance or transfer
3. Process for obtaining a duplicate certificate, if necessary
4. Any additional information pertinent to my share holdings

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position (if applicable)]