

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Issuance of Share Certificate

Dear [Recipient's Name],

We are pleased to inform you that your application for shares in [Company Name] has been approved. Enclosed is your share certificate for [number] shares, reflecting your ownership in the company.

**\*\*Details of Share Certificate:\*\***

- Shareholder Name: [Recipient's Name]
- Certificate Number: [Certificate Number]
- Number of Shares: [Number of Shares]
- Class of Shares: [Class of Shares]
- Date of Issue: [Date of Issue]

If you have any questions or require further information, please do not hesitate to contact our office at [Contact Information].

Thank you for being a valued shareholder of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]