

[Your Bank's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Share Certificate Allocation

Dear [Recipient's Name],

We are pleased to inform you that your application for the acquisition of shares in [Company Name] has been successfully processed. Below are the details pertaining to your share certificate:

**\*\*Shareholder Details:\*\***

- Name: [Recipient's Full Name]
- Account Number: [Account Number]
- Address: [Recipient's Address]

**\*\*Share Details:\*\***

- Total Number of Shares: [Number of Shares]
- Share Value: [Value per Share]
- Total Investment: [Total Amount]

**\*\*Certificate Information:\*\***

- Certificate Number: [Certificate Number]
- Date of Issue: [Date of Issue]
- Expiration Date: [Expiration Date]

Attached to this letter, you will find your share certificate along with all relevant documentation. Please keep this document in a safe place as it serves as proof of your ownership in [Company Name].

For any questions or further assistance, do not hesitate to contact our customer service at [Customer Service Phone Number] or [Email Address].

Thank you for your investment.

Sincerely,

[Your Name]

[Your Title]

[Your Bank's Name]

[Your Bank's Contact Information]

[Attachments: Share Certificate, Terms and Conditions]