

[Your Bank's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Share Certificate Issuance

Dear [Recipient's Name],

We are pleased to inform you that your application for a share certificate has been processed successfully. Below are the details of your shares:

- Shareholder Name: [Shareholder's Name]
- Share Certificate Number: [Certificate Number]
- Number of Shares: [Number of Shares]
- Date of Issue: [Issuance Date]
- Face Value: [Face Value per Share]

Please keep this certificate in a safe place as it serves as evidence of your ownership of the stated shares.

If you have any questions or require further assistance, feel free to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Bank Name].

Sincerely,

[Your Name]

[Your Position]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]