

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

[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]

Subject: Request for Share Certificate

Dear [Bank Manager's Name],

I hope this message finds you well.

I am writing to request a share certificate for the shares held in my account with [Bank's Name]. Below are the details required for processing my request:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Number of Shares: [Number of Shares]
- Security Name/Stock: [Name of the Company]
- Folio Number (if applicable): [Folio Number]

I would appreciate it if you could process this request at your earliest convenience. If you require any further information or documentation, please feel free to contact me at the details provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]