

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

[Date]
[Bank Name]
[Bank Branch Address]
[City, State, ZIP Code]

Subject: Request for Issuance of Share Certificate

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the issuance of my share certificate(s) for my holdings in [Company Name].

Details of my account are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Number of Shares: [Number of Shares]
- Folio Number: [Folio Number, if applicable]

I would appreciate it if you could process this request at your earliest convenience. Please let me know if you require any further information or documentation to facilitate the issuance.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]