

[Your Bank's Name]  
[Bank's Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Website]  
[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 request for a share certificate has been processed. Please find the details of your shareholding below:

Certificate Number: [Certificate Number]

Shareholder Name: [Shareholder's Name]

Number of Shares: [Number of Shares]

Date of Issue: [Date of Issue]

Enclosed with this letter is your share certificate. Please ensure to review the information and contact us if you have any questions or require further assistance.

Thank you for choosing [Your Bank's Name].

Sincerely,

[Your Name]

[Your Position]

[Your Bank's Name]

[Enclosure: Share Certificate]