

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of JNJ Stock Holdings

I am writing to formally request a confirmation of my holdings in Johnson & Johnson (JNJ). Please provide a statement detailing the number of shares I own as of [specific date].

Account Details:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

I appreciate your prompt assistance in providing this confirmation.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]