

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

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

Dear [Recipient Name],

Subject: Request for Stock Returns

I hope this letter finds you well. I am writing to formally request the return of my stock investment in [Company Name].

Details of my investment are as follows:

- Stock Ticker: [Ticker Symbol]
- Purchase Date: [Purchase Date]
- Number of Shares: [Number of Shares]
- Purchase Price: [Purchase Price]

Due to [reason for return, e.g., changes in investment strategy, financial hardship, etc.], I believe it is in my best interest to liquidate my holdings at this time.

Please provide me with the necessary steps to process this request. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]