

Transferring shares of a company to a new name

Subject: Share Name Transfer Request

Dear [Company Secretary Name],

I request the transfer of [Number of Shares] shares of [Company Name] held under [Current Shareholder Name] to [New Shareholder Name]. Enclosed are the share certificates and signed transfer deed.

Please update your records and issue a confirmation of the transfer.

Regards,

[Your Name]

[Contact Information]

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