

Share Transfer Letter Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Share Transfer Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you about the transfer of shares from my ownership to yours. The details of the share transfer are as follows:

1. Name of Company: [Company Name]
2. Number of Shares: [Number of Shares]
3. Share Certificate Number(s): [Certificate Numbers]
4. Class of Shares: [Ordinary/Preference/Common, etc.]
5. Share Transfer Date: [Date of Transfer]

The share transfer has been agreed upon and executed in accordance with the applicable laws, regulations, and the articles of association of the company. The consideration for the transfer of shares has been mutually agreed upon between us, and the necessary payment has been made.

As per the requirements of the company and relevant regulatory authorities, all necessary paperwork and documentation have been completed, and the transfer has been recorded in the share transfer register of the company.

Please find enclosed the relevant share certificates duly endorsed and signed, along with any other

documents required for the transfer process.

I request you to acknowledge receipt of this letter and the accompanying documents. If you have any questions or require further information regarding the share transfer, please do not hesitate to contact me.

Thank you for your prompt attention to this matter, and I look forward to a smooth and successful completion of the share transfer.

Yours sincerely,

[Your Signature]

[Your Name] (printed)