

Formal Share Transfer Letter

Subject: Request for Share Transfer

Dear [Company Name] Registrar,

I am writing to formally request the transfer of [Number of Shares] shares of [Company Name] held by me in the name of [Transferor Name] to the name of [Transferee Name].

Please find enclosed the share certificate(s) and duly signed transfer forms as required. Kindly update the company's records and issue a new share certificate in the name of [Transferee Name] at the earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Shareholder ID / Folio Number]

[Contact Information]

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