

Official Share Transfer Letter for Legal Purposes

Subject: Official Request for Share Transfer

Dear [Company Secretary],

I hereby request the transfer of [Number of Shares] held under my name ([Transferor Name]) to [Transferee Name] as per the enclosed transfer forms and supporting documents. The transfer is executed in accordance with the company's articles of association and relevant legal provisions. Please process this transfer and issue the updated share certificate at your earliest convenience.

Yours faithfully,

[Transferor Name]

[Shareholder ID]

[Contact Information]

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