

Stock Transfer Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Stock Transfer for the Estate of [Deceased's Name]

I, [Your Name], the duly appointed representative of the estate of [Deceased's Name], hereby request the transfer of the following stocks:

- Company Name: [Company Name]
- Number of Shares: [Number of Shares]
- Stock Certificate Number: [Certificate Number]

This transfer is in accordance with the terms outlined in the estate's will and is necessary to settle the estate's obligations. Enclosed are the relevant documents supporting this request.

Please process this request at your earliest convenience. If you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title (if applicable)]

[Your Relationship to the Deceased]