

# Request for Stock Distribution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the distribution of stocks as a beneficiary in accordance with the wishes expressed in [Name of Deceased or Trust].

As per the documentation provided, I am entitled to a distribution of [specific stocks or percentage] and would appreciate your guidance on the next steps in processing this request. Please let me know if you require any additional information or documentation from my side.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]