

Shares Transfer Confirmation

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Subject: Confirmation of Shares Transfer

Dear [Shareholder's Name],

This letter serves to confirm the transfer of shares as per our records. The details of the transfer are as follows:

- **Transferor:** [Transferor's Name]
- **Transferee:** [Transferee's Name]
- **Number of Shares:** [Number]
- **Type of Shares:** [Type (e.g., Common, Preferred)]
- **Date of Transfer:** [Insert Date]

This transfer will be effective for the upcoming shareholder meeting scheduled for [Insert Date of Meeting]. Please ensure that you bring this confirmation to the meeting for your reference.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]