

Shares Transfer Notification

Date: [Insert Date]

To: [Stockholder's Name]
[Stockholder's Address]

Dear [Stockholder's Name],

We are writing to formally notify you of the recent transfer of shares in [Company Name]. The details of the transfer are as follows:

- Transferor: [Transferor's Name]
- Transferee: [Transferee's Name]
- Number of Shares Transferred: [Number of Shares]
- Transfer Date: [Date of Transfer]

Please update your records accordingly. If you have any questions regarding this transfer, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]