

# Shares Transfer Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Full Name], the registered shareholder of [Number of Shares] shares of [Company Name], hereby request the transfer of my shares as follows:

To: [Recipient's Full Name]

Address: [Recipient's Address]

Number of Shares to be Transferred: [Number of Shares]

Attached herewith are the required documents to process this transfer, including:

- Completed Share Transfer Form
- Copy of my Identification
- [Any other relevant documents]

Please process this request at your earliest convenience. Should you require any further information, do not hesitate to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]