

# Duplicate Stock Certificate Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Secretary/Registrar],

I am writing to request a duplicate stock certificate for the shares I hold in [Company Name]. The details of my shareholding are as follows:

- Shareholder Name: [Your Name]
- Number of Shares: [Number of Shares]
- Certificate Number (if known): [Certificate Number]

Unfortunately, the original certificate has been [lost/damaged] and I am unable to provide it. I kindly ask you to process this request and issue a duplicate certificate at your earliest convenience.

Please let me know if you require any further information or documentation to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]