

Request for Replacement of Lost Stock Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the replacement of my lost stock certificate for [number of shares] shares of [Company Name]. The details of the stock certificate are as follows:

- Certificate Number: [Insert Certificate Number]
- Amount of Shares: [Insert Amount]
- Owner Name: [Your Name]

I have taken the necessary steps to locate the certificate but, unfortunately, have been unable to recover it. I kindly ask that you guide me through the process of obtaining a replacement certificate.

Please let me know if you require any additional information or documentation to process my request. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]