

# Request Letter for Transfer of Stock Certificate

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the transfer of stock certificate for my shares in [Company Name], currently held under my name. Below are the details pertaining to the shares:

**Stock Certificate No:** [Insert Stock Certificate Number]

**Number of Shares:** [Insert Number of Shares]

**Type of Shares:** [Common/Preferred]

Please transfer the aforementioned stock certificate to [New Shareholder's Name] who resides at [New Shareholder's Address]. All necessary documentation and identification for the transfer are enclosed for your convenience.

Thank you for your assistance in processing this request. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]