

# Stock Certificate Inquiry

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 hope this message finds you well. I am writing to inquire about the stock certificates associated with my shares in [Company Name]. My details are as follows:

Shareholder Name: [Your Name]

Shareholder ID: [Your ID/Account Number]

Number of Shares: [Number of Shares Owned]

I would like to request information regarding the status of my stock certificates, including any necessary steps I may need to take to obtain or rectify them if they are missing.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]