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| LETTER FOR CHANGE OF ADDRESS |
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Date:

Name of the Company

Director stock exchange,

Address

Sub: Letter for Change of Name in Share Certificate

Respected Sir/Madam,

With due reverence, it is requested that I want to correct my name in shares certificate. I have recently bought a share in (Company/Institute name). I have also received the shares certificate along with it. However, my name on the certificate is not correctly mentioned and it can cause problems in future. (Write your actual cause and situation).

Therefore, I request for a correction in my name along with renewed shares certificate. I shall be very thankful to you.

Regards,

Your name

Address

Contact no. and signature