

# Stock Letter of Transmittal

**[Your Company Name]**

[Your Address]

[City, State, ZIP Code]

[Date]

**[Recipient's Name]**

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

**Subject:** Submission of Stock Transfer/Certificate

Dear [Recipient's Name],

Please find enclosed the necessary documentation for the transfer of [number] shares of [Stock Name/Company Name] from [Transferor's Name] to [Transferee's Name]. Included are the completed transfer form and the original stock certificates.

We request that you process this transfer at your earliest convenience. Should there be any issues or further requirements, kindly contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Contact Information]