

Business Stock Transfer Letter

Subject: Corporate Stock Transfer Authorization

To: [Company Secretary/Transfer Agent]

This letter serves as formal notification and authorization for the transfer of corporate stock ownership.

Transferor: [Current Shareholder Name]

Number of Shares: [Number]

Class of Stock: [Common/Preferred]

Certificate Numbers: [Numbers]

Transferee: [New Shareholder Name]

Business Address: [Address]

Tax ID: [EIN or SSN]

Transaction Details:

- Transfer Date: [Date]
- Consideration: \$[Amount] / Gift / Other: [Specify]
- Transfer Type: Sale / Gift / Reorganization

This transfer has been approved by the Board of Directors as evidenced by Resolution #[Number] dated [Date]. All corporate formalities have been observed including compliance with any transfer restrictions in the articles of incorporation and bylaws.

Please update your records accordingly and issue new stock certificates to the transferee. The original certificates are enclosed herewith, properly endorsed.

Authorized by:

[Name]

[Title]

[Company Name]

[Date]

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