

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Assignment and Transfer of Stock Certificate

Dear :

Enclosed please find the Assignment and Transfer of Stock Certificate.

Sincerely,

N A M E

Enclosure

ASSIGNMENT AND TRANSFER  
OF STOCK CERTIFICATE

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers to , ( ) shares of the stock of (Corporation) standing in the name of the undersigned on the books of the Corporation and represented by Certificate No. . The undersigned hereby and irrevocably constitutes and appoints , attorney-in-fact, to transfer the said stock on the

books of the within named Corporation with full power of substitution in the premises.

Dated: \_\_\_\_\_

\_\_\_\_\_

In the presence of:

\_\_\_\_\_