[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Transfer Agent Name]
[Transfer Agent Address]
[City, State, Zip Code]

RE: Request for Removal of Restrictive Legend

Dear Transfer Agent,

I am writing to formally request the removal of the restrictive legend from the following share certificate(s) or book-entry position:

- **Issuer Name:** [Company Name]
- **Certificate Number(s):** [Certificate Numbers or Account Number]
- **Number of Shares:** [Total Shares]
- **Class of Stock:** [Common/Preferred]

The restrictive legend should be removed based on the following grounds: [e.g., Compliance with Rule 144 of the Securities Act of 1933 / Expiration of the holding period].

In support of this request, I have enclosed the following documents:

- Original stock certificate(s) (if applicable)
- Signed Stock Power
- Seller's Representation Letter
- Legal Opinion from Counsel

Once the legend has been removed, please issue the shares in the following manner:

[Select one: Issue a new "clean" physical certificate / Deposit the shares electronically via DRS/DWAC to the following brokerage account:]

- **Brokerage Firm:** [Firm Name]
- **DTC Participant Number:** [DTC Number]
- **Account Name:** [Account Name]
- **Account Number:** [Account Number]

Please contact me if there are any further requirements or fees associated with this transaction.

Sincerely,

[Your Signature]

[Your Printed Name]