

[Company Letterhead]

[Date]

[Recipient Name/Financial Institution]

[Recipient Address]

[City, State, Zip Code]

**RE: Secondary Market Trading Exemption Notice**

To Whom It May Concern,

This letter serves to formally notify you that [Company Name] (the "Company") qualifies for a secondary market trading exemption regarding the sale or transfer of its securities under [Cite Specific Regulation, e.g., Section 4(a)(7) of the Securities Act or State Blue Sky Manual Exemption].

The Company confirms the following in support of this exemption:

- The Company is a private entity not required to file reports under Section 13 or 15(d) of the Securities Exchange Act of 1934.
- The Company has provided all required financial disclosures and business information to the prospective purchaser.
- The securities involved are of a class that has been authorized for secondary trading in accordance with [Applicable Jurisdictional Rules].
- The Company is not a "shell company" as defined by Rule 405.

Based on the above, the Company requests that the transfer of [Number of Shares] shares of [Class of Stock] from [Seller Name] to [Buyer Name] be processed without registration, relying on the aforementioned exemption.

Please contact the undersigned at [Phone Number] or [Email Address] should you require additional documentation.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]