

[Date]

[Transfer Agent Name]
[Contact Person Name, if applicable]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Letter of Instruction for Issuance of New Shares

To Whom It May Concern:

As [Title/Officer] of [Company Name] (the "Company"), I hereby instruct [Transfer Agent Name] to issue [Number] new shares of [Common/Preferred] Stock of the Company to the following recipient(s):

Shareholder Information:

Name: [Recipient Full Name]
Address: [Recipient Mailing Address]
Taxpayer ID/SSN: [Tax ID Number]
Number of Shares: [Number of Shares]
Certificate or DRS: [Specify Physical Certificate or Direct Registration (DRS)]

Please be advised that these shares are being issued pursuant to [Description of Issuance, e.g., a Board Resolution dated MM/DD/YYYY, or an Equity Incentive Plan].

The shares [Choose one: are / are not] subject to restricted legends. [If restricted, insert: These shares are "restricted securities" as defined under Rule 144 and must bear the following legend: (Insert Legend Text)].

Please deliver the evidence of ownership to the recipient at the address listed above and provide a confirmation of this transaction to the Company.

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Officer]
[Title]
[Company Name]