

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

[Date]

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

RE: Instruction for Name Change on Stock Certificates

To Whom It May Concern,

I am writing to formally request a name change on the stock certificates I hold for [Issuer/Company Name].

My account details are as follows:

- Current Name on Record: [Current Name]
- New Name to be Recorded: [New Name]
- Account Number: [Account Number]
- Certificate Number(s): [List Certificate Numbers or state "Book-Entry"]
- Social Security Number (Last 4 digits): [XXXX]

The reason for this name change is [Marriage / Divorce / Legal Name Change]. I have enclosed the following supporting documentation for your review:

- Certified copy of [Marriage Certificate / Divorce Decree / Court Order]
- Original Stock Certificates (if applicable)
- Completed Stock Power Form with Medallion Signature Guarantee
- Copy of my updated Government-issued ID

Please update your records and issue the new certificates (or update the book-entry account) in my new legal name. Once processed, please mail the confirmation or new certificates to the address listed above.

Thank you for your prompt attention to this matter. Please contact me if you require any additional information.

Sincerely,

[Your New Legal Signature]

[Your Former Signature - Optional but recommended]