

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

[Date]

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

Re: Letter of Instruction - Replacement of Lost Stock Certificate(s)

Dear Transfer Agent,

I am writing to formally notify you that the following stock certificate(s) have been lost, stolen, or misplaced:

- **Issuer Name:** [Company Name]
- **Certificate Number(s):** [Insert Numbers if known, otherwise state "Unknown"]
- **Number of Shares:** [Number of Shares]
- **Registered Holder Name:** [Exact Name on Certificate]
- **Social Security / Tax ID Number:** [Your SSN or Tax ID]

I have conducted a diligent search for these certificates and have been unable to locate them. Please place a "Stop Transfer" order against these certificates effective immediately.

I am requesting that you initiate the process to issue replacement certificates or move the shares into a Book-Entry format (DRS). Please send me the necessary Affidavit of Loss forms and instructions regarding the required indemnity bond or associated fees.

If you require any additional information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]