{fhnameInPancardExactSpelling} Dt: {date}  
Address:  
{fhaddressSameInAadharcard}

To,  
{registerTransferAgentName}  
{registerTransferAgentAdress}

Unit: {companyName}  
Holder Name: {fhnameAsPerShareCertificate}

Ledger Folio No: {ledgerFolio}

{#hasReff}REFERENCE LETTER NO. {referenceLetterNo}, date: {referenceLetterdate}{/hasReff}

**Subject**

{#subjects}  
**{title}**{/subjects}

Dear Sir / Madam,