|  |  |  |  |
| --- | --- | --- | --- |
| {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,