

ISSUANCE LETTER – SAMPLE A

XYZ CORPORATION  
123 ABC Avenue  
Anytown, USA 12345  
(*Corporate Letterhead*)

DATE

Corporate Stock Transfer, Inc.  
3200 Cherry Creek Drive South, Suite 430  
Denver, CO 80209

Attention: Daniel Bell

Please issue the following XYZ Corporation shares of common stock, per instructions of the Board of Directors. All of these shares will carry the restrictive legend.

1. 25,000 issued to:  
XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
SS# 123-45-6789
  
2. 5,000 issued to:  
XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
SS# 123-45-6789
  
3. 5,000 issued to:  
XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
SS# 123-45-6789

Please send the shares to my attention at the corporate headquarters, at the address above, and I will distribute the certificates to the owners.

Respectfully,

XYZ Corporation

Joseph Smith  
Chief Financial Officer  
(*or other AUTHORIZED PARTY*)