

# Capital Subscription Application Letter

**Date:** 15 June 2024

**To**  
**The Board of Directors**  
**XYZ Private Limited**  
**[Company Address]**

**Subject:** Application for Subscription of Shares

Dear Sir/Madam,

I, **[Applicant Name]**, residing at **[Address]**, hereby apply for the subscription of **[Number of Shares]** equity shares, having a face value of **INR [Face Value]** each, in XYZ Private Limited, in accordance with the provisions of the Companies Act, 2013 and the Articles of Association of the Company.

I agree to abide by the terms and conditions of allotment as prescribed by the Company and undertake to pay the amount due on the shares as and when called by the Board.

My particulars are as follows:

Name (in full): **[Applicant Name]**

Address: **[Address]**

Contact Number: **[Phone]**

Email: **[Email]**

I request you to kindly consider my application and allot me the aforementioned shares at the earliest.

Thank you.

Yours faithfully,

**[Signature]**

**[Applicant Name]**

## Important Notes:

- This letter serves as a formal request for the allotment of shares in a private limited company.
- All details provided must be accurate and supported by valid identification and address proof.
- The application should be submitted as per the company's procedure, along with any prescribed application form, if required.
- Allotment of shares is subject to the approval of the Board and compliance with legal requirements.
- The applicant is liable to pay the full value of subscribed shares as per the terms specified by the company.