

ABC Corporation Ltd.  
123 Business Avenue  
Suite 456  
New City, NY 10001  
Date: June 28, 2024

To:  
The Board of Directors  
XYZ Holdings Inc.  
789 Corporate Blvd  
Business Park, Suite 101  
New City, NY 10002

**Subject: Formal Request for Capital Subscription**

Dear Members of the Board,

We, at ABC Corporation Ltd., hereby express our intent to subscribe to additional capital in XYZ Holdings Inc., in accordance with the recent resolution for capital increase as approved by your esteemed board.

In consideration of the outlined terms and conditions, we wish to subscribe to **10,000 (Ten Thousand) ordinary shares** at the face value of **USD 10.00 each**, amounting to a total subscription of **USD 100,000.00**.

We trust that this request meets all the procedural requirements and look forward to your confirmation regarding the allotment of shares. Kindly inform us of all necessary steps to finalize the subscription process.

Thank you for your attention to this request. Should you need any further documents or clarifications, please let us know.

Sincerely,

John Doe  
Chief Financial Officer  
ABC Corporation Ltd.

**Important Notes:**

- Ensure compliance with the company's articles of association and relevant laws.
- Accurate details (number, type, and value of shares) must be specified.
- Supporting documents (e.g., board resolutions) may be required.
- Always await formal confirmation before remitting payment.