

## SAMPLE STOCK TRANSFER LETTER

Date: \_\_\_\_\_

RE: STOCK DONATION

Account # \_\_\_\_\_

Account Donation: \_\_\_\_\_

Dear Sir/Madam:

Please accept this letter as my authorization to transfer/gift from the above referenced account:

To:	Brokerage/Banking Institution Name:	Merrill Lynch
	Brokerage/Banking Institution DTC#:	0161
	Contact Name/Phone Number:	Kevin O'Connell (757-599-2338) or Terry Bird (757-599-2320) FAX # 599-2333
	Account Name:	Peninsula Community Foundation of Virginia, Inc.
	Account Number:	708-0 [ ] [ ] [ ] [ ] (obtain 4-digit number from PCFVA)
	Account Address:	11742 Jefferson Avenue, Suite 350 Newport News, VA 23606
	Contact Name/Phone Number:	Michael A. Monteith, Chief Executive Officer 757-327-0862

Your immediate attention to my/our request is appreciated.

Sincerely,

---

---