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:	One Enterprise Parkway, Suite 130, Hampton, VA 23666
	Contact Name/Phone Number:	Michael A. Monteith, Chief Executive Officer 757-327-0862

Your immediate attention to my/our request is appreciated.

Sincerely,

_____

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