**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#: 8862

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: 48 W Queens Way

 Hampton, VA 23669

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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