

[Date]

[Transfer Agent Name]
[Attention: Dividend Disbursing Department]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Dividend Disbursement Allocation

To Whom It May Concern,

This letter serves as a formal instruction regarding the disbursement of dividends for the following account:

Issuer Name: [Company Name]
Account Name: [Registered Shareholder Name]
Account Number: [Account Number]
Tax ID / SSN: [Tax Identification Number]

Effective [Date], please allocate the dividend payments for the aforementioned account according to the following instructions:

Allocation Method:

- [Percentage/Amount] via [Check/Direct Deposit/Wire Transfer]
- [Percentage/Amount] via Dividend Reinvestment Plan (DRIP) (if applicable)

Banking Details (for Electronic Transfer):

Bank Name: [Bank Name]
Account Type: [Checking/Savings]
Routing Number: [9-Digit Routing Number]
Account Number: [Bank Account Number]

This instruction remains in effect until written notice of change or termination is provided by the undersigned. Please confirm receipt and processing of these instructions.

Sincerely,

[Signature]
[Printed Name]
[Title, if applicable]

[Optional: Medallion Signature Guarantee Stamp if required by agent]