[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Broker Name]
[Brokerage Firm Name]
[Brokerage Address]
[City, State, Zip Code]

RE: Letter of Instruction for Charitable Gift of Securities

Dear [Broker Name or Account Manager],

Please accept this letter as my formal instruction to transfer the following securities from my account, [Your Account Number], to the charitable organization listed below:

Securities to be Transferred:

- Name of Security: [Name of Stock/Mutual Fund]
- Ticker Symbol: [Symbol]
- Number of Shares: [Quantity]

Receiving Organization Information:

- Organization Name: [Name of Charity]
- Organization Address: [Charity Address]
- DTC Number: [Charity's DTC Number]
- Account Number: [Charity's Account Number at their Brokerage]
- Contact Person: [Name of Contact at Charity]
- Contact Phone: [Phone Number of Charity]

Please execute this transfer as a charitable contribution as soon as possible. This transfer should be made in-kind and not as a cash liquidation.

Once the transfer is complete, please provide me with a confirmation statement for my tax records, indicating the date of the transfer and the mean market value of the securities on that date.

If you have any questions or require further documentation, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]