

Sample Letter of Intent - Stock Transfer

Date: _____

Broker Name
Firm/Company Name, if applicable
City, ST, Zip

Dear Mr./Ms. Broker:

Please be advised that I, the undersigned, hereby request that _____ (number) shares of _____ (name of stock) be transferred from my account # _____ to the account of the Akron Children's Museum, Akron, Ohio.

Enclosed are instructions on how to make the transfer to the Akron Children's Museum account.

The purpose of this transfer is to make a charitable contribution. My taxpayer ID # is _____ . Please advise me upon completion of the transfer. Thank you.

Sincerely,

John or Susie Q. Donor

cc: Akron Children's Museum, Treasurer