

Sample Stock Transfer Letter (to Investment Advisor/Broker):

Date

Name of Company
Attn. [Investment Advisor's Name, if known]
Address
City, State, Zip Code

Dear [Investment Advisor's Name]:

I would like to make a gift of stock to the In Touch Foundation, Inc.

Please transfer [number] shares of [company name] on [insert date] to In Touch Foundation.

It is important to contact Cindy Jones at In Touch Foundation so that she may advise you of the proper account to which this gift should be transferred. She can be reached at 800-967-2200 ext. 4836. The charity will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

cc: In Touch Foundation, Inc.
Attn. Cindy Jones
3836 DeKalb Technology Parkway
Atlanta, GA 30340