

**Sample Letter to Banker or Broker – Stock Transfer**

Donor Name  
Donor Address  
Donor City, State, Zip Code

Date

Banker/Broker Name  
Company Name  
Company Address  
Company City, State, Zip Code

Re: Donor Account Number

Dear Mr./Ms. \_\_\_\_\_:

I would like to make a donation of (number) of shares of \_\_\_\_\_ common stock from my account number \_\_\_\_\_ to the Marin Symphony Association. Please transfer these shares to the Marin Symphony for use.

You may contact Angela Colombo, Director of Development at the Marin Symphony, by telephone – 415.479.8100 – or by email at [acolombo@marinsymphony.org](mailto:acolombo@marinsymphony.org) to arrange the transfer. The Marin Symphony’s tax identification number is #94-6104150.

The address for transferal is:

Marin Symphony  
Angela Colombo, Director of Development  
4340 Redwood Hwy Suite 401C  
San Rafael, CA 94903

My signature is guaranteed on this letter. (if required)

(Donor Signature)  
Donor Name

cc: Marin Symphony  
Angela Colombo, Director of Development  
4340 Redwood Hwy Suite 401C  
San Rafael, CA 94903