

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 _____:

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 Nuri Kye, Director of Development at the Marin Symphony, at 415.479.8100 or nuri@marinsymphony.org to arrange the transfer. The Marin Symphony's tax identification number is #94-6104150.

The address for transferal is:

Marin Symphony
Nuri Kye, 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: Nuri Kye, Marin Symphony