

## Sample Letter of Intent for Stock Transfer

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Dear Mr./Ms. Broker:

Please be advised that I, the undersigned, hereby request that \_\_\_\_\_ shares of \_\_\_\_\_ be transferred from my account, # \_\_\_\_\_ to the account of Trinity University in San Antonio, Texas.

Enclosed are instructions on how to make the transfer to the Trinity account.

The purpose of this transfer is to make a charitable contribution.

My taxpayer ID # is \_\_\_\_\_. Please advise me as to the completion of the transfer.

Sincerely,

John Q. Donor

cc: Trinity University  
enclosure