

Sample Letter To Broker

Dear Sir or Madam:

I would like to make a gift of stock on *[insert date]* to The Florida Bar Foundation. Please transfer *[number]* shares of *[company name]* to the foundation on *[indicate month, year when you would like transfer to occur]*.

Please use the following transfer instructions:

Financial Service Institution:	<i>Morgan Stanley Smith Barney</i>
DTC Number:	<i>0015</i>
Account Name:	<i>FBO The Florida Bar Foundation, Inc.</i>
Tax ID Number:	<i>59-1004604</i>
Account Number:	<i>660-037397-089</i>

It is important to notify the Development Manager of the gift being transferred. Contact information is as follows:

The Florida Bar Foundation	
Attn: Development Manager	
Address:	875 Concourse Parkway S, Ste 195 Maitland, FL 32751
E-mail:	dmarino@FloridaBarFoundation.org
Phone:	(800) 541-2195
Fax:	(407) 960-3765

The Florida Bar Foundation will also provide me with a receipt for this gift.

Your prompt attention to this request is greatly appreciated.

Sincerely,

cc: The Florida Bar Foundation