

University of Lynchburg Office of Advancement
Sample stock transfer authorization letter

[Date]

[Name of Broker/Bank]

[Address]

To Whom It May Concern:

This letter will serve as official authorization to transfer **[number]** shares of **[stock name]** stock from my account number **[account number]** to **[Broker name and address of one of the University's accounts]**, account number **[corresponding account number]** for credit to University of Lynchburg.

For any additional information, you may call J. Michael Bonnette, Senior Vice President for Advancement at University of Lynchburg, at 434.544.8907.

I would appreciate a confirmation from you of the mean value of the stock gift on **[date stock was transferred]**, which you may send to my attention at **[your address]** or fax to **[your fax number]**.

Please also send a copy of the confirmation to University of Lynchburg, attn: Office of Advancement, 1501 Lakeside Drive, Lynchburg, VA 24501.

Sincerely,