

Your Name  
Your Address  
Your Phone Number

Date

Name of Investment Bank  
Name of Broker/Manager  
Address  
City State Zip

Dear Sir,

Please transfer XX Shares of XYZ Corp (Stock symbol) from my account #XXXX to

Charles Schwab & Co. Inc.  
Attn: Matt Hoskins  
935 Franklin Street  
Napa, CA 94559  
707- 259-2955  
DTC Clearing Number 0164

For the benefit of the UpValley Family Centers, account number 6825-2496.

Please provide the UpValley Family Centers with my/our name as donor of the gift.

Thank you for your assistance in this matter.

Sincerely yours,

*Signature*

Your name

CC/Fax/email to:  
Carolyn Dunn, UpValley Family Centers  
Fax: 707-963-2153  
Email: [cdunn@upvalleyfamilycenters.org](mailto:cdunn@upvalleyfamilycenters.org)