[Your Name]

[Your Address]

[Date]

[Your Broker’s Name/Company]

[Your Broker’s Address]

Dear [Broker’s Name]:

Please transfer [number] shares of [name of company] from my brokerage account number [account #] to:

Broker:                   Fidelity Investments

DTC Number:       0226

Account Name     Bullis-Purissima Elementary School Foundation

Account #              Z71378801

Taxpayer ID           48-1298690

Let me know if you require any further information to complete this transaction.

Sincerely,

**Note to donor: Please send a confirmation email to** **donations@bcsfoundation.com** **noting the name of the stock and total number of shares transferred.**