

## STOCK GIFT SAMPLE LETTER

(Date)

Your Broker's Name  
Brokerage Firm's Name  
Brokerage Firm's Address

Dear (Broker):

I, (donor's name), authorize you to transfer \_\_\_\_ (number of shares) shares of \_\_\_\_\_ (name and ticker of stock) from my account, \_\_\_\_\_ (brokerage account number). Please transfer these shares to Truman State University. The University's account information and transfer instructions are as follows:

- **DTC**

Participant # 2170 - The Commerce Trust Company  
FBO: Truman State University Endowment #69-0227-01-2

- **PHYSICAL CERTIFICATE**

**OVERNIGHT OR REGULAR MAIL:**

The Commerce Trust Company  
ATTN: Amy Pieper  
922 Walnut St., Mail Stop TBMZ-1  
Kansas City, MO 64106

Please contact Amy Pieper at Commerce Trust Company (816-234-2883) with the following information:

- Broker's name and phone number
- My name as donor
- Name and ticker of the stock transferred
- Number of shares being transferred

If you have any questions about this transaction, call me at (donor's phone number).

Thank you for your prompt attention to this matter.

Sincerely,

(Donor's name)

Cc: The Commerce Trust Company  
ATTN: Amy Pieper  
922 Walnut St., Mail Stop TBMZ-1  
Kansas City, MO 64106