

**Template for Letter # 1**  
**(it can be hand written or typed, which-ever is easier for you)**

**Your Full Name**  
**(as shown on the account and the securities)**  
**Your address**  
**Your Telephone Number**

**Date:**

**Dear Broker's Name/Bank's Name**  
**Address**

**Dear Broker:**

**The purpose of this letter is to inform you that I have decided to gift \_\_\_\_\_ shares of \_\_\_\_\_, currently held in my account at your firm to The United Methodist Foundation of Western North Carolina, Inc.**

**I would like you to please transfer these securities, as soon as is reasonable for your firm to be able to execute, from the date of receipt of this letter, from my account electronically by transfer via DTC # 0141 to: The United Methodist Foundation, Wachovia Securities, under account # 89960291.**

**If you have any questions concerning this request, please feel free to call me. Would you also please confirm to me once this transfer has been accomplished.**

**Thank you for your help in this transfer.**

**Cordially,**

**Your Name**