

Template for Letter # 2
(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:

Chairman, Finance Ministry
Cashiers United Methodist Church
PO Box 162
Cashiers, NC 28717

Dear Chairman, Finance Committee:

The purpose of this letter is to inform you that I have decided to gift _____ shares of _____, currently held in my account at _____ (fill in the name of your brokerage firm/bank etc.) to Cashiers United Methodist Church, and it will be executed by DTC transfer from my brokerage firm to you through The United Methodist Foundation of Western North Carolina, Inc.

It is my desire that this donation to the church be utilized in the following manner _____. (Examples would be, but are not limited to: The Footprints Campaign; The General Operating Budget; The missions of the church; A very specific mission of the church, such as The Good Samaritan Fund; etc. If you would like more examples of different options, please call Vic Galef, at 828-743-1199, who is Chairman of the Finance Ministry)

If you have any questions concerning this request, please feel free to call me. Please confirm back to me once the transfer of these securities to you has been accomplished.

Cordially,

Your Name