

## SAMPLE LETTER OF INSTRUCTION TO YOUR BROKER

Name of Donor(s)  
Address of Donor(s)

Date

Name of Broker  
Name of Brokerage Firm  
Street Address  
City, State ZIP Code

Name of Donor's Brokerage Account: \_\_\_\_\_  
Brokerage Account Number: \_\_\_\_\_

Dear \_\_\_\_\_:

Upon receipt of this letter, I (We - if a joint account) instruct **Name of Brokerage Firm** to transfer from my (our) above referenced account shares of common stock I (We) own. Specifically, please transfer: **Number of Shares** in **Name of Company** to Point Loma Nazarene University.

Please transfer these shares electronically to the Point Loma Nazarene University's brokerage account at **Wells Fargo Securities** using the **DTC Account # 0025, Agent Bank #12204, and Institution #09577.**

The transfer should be credited to the account maintained by Wells Fargo Securities for **Point Loma Nazarene University – A/C #28849982.**

Thank you for your assistance in making this transfer.

Sincerely,

Donor(s)

cc: Kathy Meza  
Office of University Advancement  
Point Loma Nazarene University  
San Diego, CA 92106