

Sample DTC Transfer Letter

Your Account Executive

Please transfer ____ shares of _____ stock from our account # _____ to Saint Ignatius College Preparatory. This gift is made to the **John Q. Donor Family Scholarship**. The DTC transfer should be made to the following account:

(donor to choose the account from the instructions on the reverse side, e.g.)

At the time of the transfer, please FAX a copy of this letter of instructions to the fax number below.

Thanks for your assistance.

Sincerely,

John Q. Donor

cc: Steve Lovette, Vice President
Saint Ignatius College Preparatory
2001 37th Avenue
San Francisco, CA 94116
415/731-7500
FAX 415/731-9408