**Sample Letter to Your Broker**

Dear **[Broker/Company Name]**:

I would like to make a gift of stock on [insert date] to CPC Women’s Health Resource (CPC). Please transfer [number] shares of [company name/s stock symbol] to CPC on [indicate date you would like transfer to occur].

Please use the following transfer instructions:

**Charles Schwab**

**DTC Clearing: 0164**
Account Name: Premier Bank FBO 225800

Defiance Area Foundation Credit Acct #9189-4796

FFC: CPC Women’s Health Resource

It is important to notify CPC of the gift being transferred. Please email Janet@cpcnwo.org or call (419) 636-5692 to alert them of the transferred stock. This will allow CPC to provide you with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

**[Your Name]**

cc: CPC Women’s Health Resource (janet@cpcnwo.org)