

Sample letter:

To: Your Brokerage firm name
Your Broker's address
City, St, Zip

Date: mm/dd/yyyy

Subject: **Stock donation to Jain Center of Northern California**

Dear Broker

Please transfer nnnn shares of XYZ Company from my account, account number xxxx-xxx to:

Jain Center of Northern California
722 S. Main Street, Milpitas CA 95035

A/C Number 8668-7880

DTC number 0164

Charles Schwab & co.

3161 Stevenson Blvd

Fremont, CA 94538

Attn: Danny Pham

1-800-435-4000

1-510-445 3600

1-510-252-9692 (fax)

Please make this a DTC transfer. Please notify me as soon as the transfer takes place.

Yours truly,

Your name (signature)

Your address, phone number, fax number etc:

Please email a copy of this instruction to Finance@jcnc.org, for proper paperwork that can be used for tax deduction.