**Sample Letter to your Broker**
Today’s date

Dear broker name,

I would like to make a charitable donation to United Way of Hunterdon County.

Please transfer \_\_\_\_ shares of \_\_\_\_on or about \_\_/\_\_/\_\_. The stock is currently trading close to $\_\_\_ per share.

I would prefer to have the stock delivered to the United Way’s account using this information:

Account Name:  United Way of Hunterdon County
Account #:  615-077287
DTC#:  0015
Broker:  Morgan Stanley

For assistance or more information. Please contact Bonnie Duncan at United Way of Hunterdon County at (908)-782-3414 or e-mail bonnie@uwhunterdon.org.

Thank you.

Sincerely,

Your Name
Your Address, City, State, Zip
Your Work#: (123)456-7890
Your Home #:  (123)456-7890

cc: Bonnie Duncan

United Way of Hunterdon County

4 Walter Foran Blvd., Suite 401

Flemington, NJ  08822