University of Lynchburg Office of Advancement  
Sample stock transfer authorization letter

**[Date]**

**[Name of Broker/Bank]**

**[Address]**

To Whom It May Concern:

This letter will serve as official authorization to transfer **[number**] shares of **[stock name]**  
stock from my account number **[account number]** to **[Broker name and address of one**  
**of the University’s accounts]**, account number **[corresponding account number]** for  
credit to University of Lynchburg.

For any additional information, you may call Shawn Wood, associate vice president of  
advancement, at University of Lynchburg, at 434.544.8450.

I would appreciate a confirmation from you of the mean value of the stock gift on **[date stock was transferred]**, which you may send to my attention at **[your address]** or fax to **[your fax number].**

Please also send a copy of the confirmation to University of Lynchburg, attn: Office of  
Advancement, 1501 Lakeside Drive, Lynchburg, VA 24501.

Sincerely,