

Sample Letter

To Transfer Securities Using a Broker

Please Print on Stationary

Broker Name  
Address  
City, State

To Whom It May Concern,

On the date you receive this letter, I am making an irrevocable gift of the securities listed below to Victoria Christian School.

**(List Securities)**

The brokerage information for Victoria Christian School is as follows:

Firm: Raymond James Financial Services

Address: 101 S. Main St., Victoria, TX 77901-8514

Contact: Jason Mikeska

Phone Number: 361-572-6562

Account Number: 569W8646

Account Name: Victoria Christian School

DTC Number: 0725

Please advise the broker of the designation for my gift to (list designation here).

Sincerely,

Name of Donor

CC: Nina Siegel  
VCS Bookkeeper  
3310 N. Ben Jordan  
Victoria, TX 77901  
vcsbookkeeper@gmail.com