

Address
City, State Zip
Date

Office of Development
Eastern Mennonite University
1200 Park Rd
Harrisonburg VA 22802

Re: Notification of Request for Direct Charitable Distribution

To Whom it May Concern:

On **[insert date]** I sent a letter to **[insert name of broker]** requesting that a direct charitable contribution of **[insert dollar amount or number of shares, and name of stock]** from my account be sent to Eastern Mennonite University. This gift is to be used for **[insert gift designation]**.

I understand that Eastern Mennonite University will issue me a gift receipt when the transfer is received. If transferring stock or other securities, I also understand that it is the policy of Eastern Mennonite University to sell the securities as soon as practicable upon receipt.

If you have any questions or concerns regarding this request, I can be reached at **[insert telephone and e-mail address]**.

Thank you for your assistance with this matter.

Sincerely yours,

Name of Donor