

Date

Name of Broker or Account Holder
Address
City, State Zip

Re: Request for Direct Charitable Contribution
from Account Number **[insert number]**

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution to Eastern Mennonite University (EIN 54-0575812) from my Account Number: **[insert number]**

Please transfer **[insert dollar amount or number of shares, and name of stock]** to:

Wells Fargo Advisors
DTC Account No. 0141
Attention: Ann Ring
2011 Evelyn Byrd Ave.
Harrisonburg, VA 22801
800-879-9926 or 540-434-9926

The shares are to be placed in the account of:

Eastern Mennonite University
1200 Park Road
Harrisonburg, VA 22802
EMU Acct #2968-0750
EIN #54-0575812

In your transmittal to Eastern Mennonite University, please state my name and address as the donor of record in connection with this transfer and that the gift is to be used for **[insert gift designation]**. Please copy me on your transmittal.

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 prompt attention to and assistance with this matter.

Sincerely yours,

Name of Donor

cc: Eastern Mennonite University