

Sample Letter to Broker

Dear XXXXXX:

I would like to make a gift of stock on *[insert date]* to The Arc Central Chesapeake Region. Please transfer *[number]* shares of *[company name]* to the charity on *[indicate month, year when you would like transfer to occur]*.

Use the following transfer instructions:

Morgan Stanley

C/O Robert Petty, Senior Vice President

Email: Robert.D.Petty@morganstanley.com

Phone: 410.972.3211

DTC Number: 0015

Account Name: The Arc Central Chesapeake Region

ACCT Number: 675-896040-011

It is important to notify the Development Department of the gift being transferred.

Contact information is as follows:

The Arc Central Chesapeake Region

Attn: Development

999 Corporate Blvd

Suite 300

Linthicum, MD 21090

E-mail: give@thearcccr.org

Phone: 410.269.1883

The Arc Central Chesapeake Region will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

cc: The Arc Central Chesapeake Region