

## Letter to Broker

Dear:

I would like to make a gift of stock on [insert date] to the T. Howard Foundation. Please transfer [number] shares of [company name] to the charity in [indicate month, year when you would like transfer to occur].

Use the following transfer instructions:

Lee Corey, CIMA , Sr. Vice President  
Morgan Stanley  
1737 King Street, Suite 100  
Alexandria, VA. 22314  
Phone#: 703-535-8300, ext 8375  
Toll Free#: 888-747-3669  
**DTC Number:** 0015, FBO: T. Howard Foundation  
**ACCT Name:** T. Howard Foundation (Tax ID# 54-1712500)

It is important to notify the Foundation of the gift being transferred. Contact information is as follows:

**Josephine Pamphile, President**  
T. Howard Foundation  
8630 Fenton Street  
Suite 613  
Silver Spring, MD 20910  
**E-mail:** [donations@t-howard.org](mailto:donations@t-howard.org)  
**Phone:** (301)588-6767, ext.222  
**Fax:** (301) 588-6766

The T. Howard Foundation will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

cc: [T. Howard Foundation]