**Sample Letter to Broker**

Dear *[insert name]*:

I would like to make a gift of stock on *[insert date]* to City Gospel Mission. Please transfer *[number]* shares of *[company name]* to the charity on *[indicate month, year when you would like the transfer to occur].*

Use the following transfer instructions:

**Handled by Johnson Investment through their Charles Schwab Account**

**DTC Number:** 0164, code 40

**Account Name:** City Gospel Mission (Tax I.D. Number 31-0538515)  
**Account Number:** 9244-5766

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

**City Gospel Mission**  
1805 Dalton Avenue

Cincinnati, OH 45214  
**E-mail:** donations@citygospelmission.org  
**Phone:** (513) 345-1027   
**Fax:** (513) 345-1049

City Gospel Mission will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

*[insert your name here]*

cc: City Gospel Mission