

## Sample Letter to Your Broker

Dear:

I would like to make a gift of stock on *[insert date]* to *[insert name of preferred foundation]* through the Prince George's Hospital Center Foundation account. Please transfer *[number]* shares of *[company name]* to the organization on *[indicate month, year when you would like transfer to occur]*.

Use the following transfer instructions:

Morgan Stanley Wealth Management  
c/o Janet S. McCabe, Associate Vice President  
DTC Number: 0015  
ACCT Name: Prince George's Hospital Center Foundation Inc. (Tax ID#52-1299547)  
ACCT Number: 675-893354-022

It is important to notify the DHS Hospital Foundations Office of the gift being transferred. Contact information is as follows:

DHS Hospital Foundations Office  
Attn: Lynda M. Dorman, Executive Director  
7300 Van Dusen Road  
Laurel, MD 20707  
E-mail: [Lynda.Dorman@dimensionshealth.org](mailto:Lynda.Dorman@dimensionshealth.org)  
Phone: 301.263.2034  
Fax: 301.497.7953

The DHS Hospital Foundations Office will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

cc: DHS Hospital Foundations Office/ED