

(DATE)

TO: (Your Bank or Broker)

Dear (Your Bank or Broker):

Please transfer \_\_\_\_\_ shares of \_\_\_\_\_ stock in my account to the ANGELO STATE UNIVERSITY FOUNDATION via the following electronic transfer instructions:

Agency:	Pershing LLC
DTC #:	0443
Account Name:	Angelo State University Foundation
Account #:	4PW-935003

If you have any questions, please contact Rhonda McClung, Director of Development, at 325-942-2116 or [Rhonda.Mcclung@angelo.edu](mailto:Rhonda.Mcclung@angelo.edu). Please make the transfer as soon as it is convenient.

Please call me to confirm when this transaction has been completed and let me know if you encounter any problems.

Thank you for your help with this matter.

Sincerely,

(Your Signature)

(Your Printed Name)

cc: ASU Development Office (Please send a copy of this letter by mail at ASU Station 11023, San Angelo, TX 76909 or by fax at 325-942-2218.)