

# NAPA VALLEY

## COMMUNITY FOUNDATION

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Broker's name  
\_\_\_\_\_  
Brokerage Firm  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State/Zip

RE: \_\_\_\_\_  
Brokerage Account Name and Account Number

Dear Broker:

Effective \_\_\_\_\_, please transfer \_\_\_\_\_ shares of \_\_\_\_\_  
Date Number of Shares Company Name

from my account, referenced above, via the following instructions:

Charles Schwab & Co., Inc.  
DTC Clearing 0164, Code 40  
Account Registration: COMMUNITY FOUNDATION OF THE NAPA VALLEY (LIQUIDITY)  
Account Number: 6809-3610

This transfer represents an irrevocable contribution to the Napa Valley Community Foundation, as of this date, for the benefit of the NAPA VALLEY COMMUNITY DISASTER RELIEF FUND.

Please notify Terence Mulligan (707.254.9565) at the Community Foundation on the day of the transfer and fax a copy of this letter to him at (707.254.7955). Should there be any questions, you may contact me at

\_\_\_\_\_  
Daytime phone

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Donor (Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

**cc via fax: Terence Mulligan, Napa Valley Community Foundation, 707.254.7955**