

SAMPLE STOCK TRANSFER LETTER

(Broker Name, Address and
Phone Number)

RE: (Account Number)

You are requested and authorized by the undersigned to make a gift of (number) shares of (name of stock or mutual fund) to the Truman State University Foundation (effective today) (date), to benefit the _____ (college, department, program, endowment) of the University.

Please transfer these shares to:

Truman State University Foundation #43-1381504
DTC: 2039
Account Number: 11129-C
TIAA-CREF Trust Company
Attn: Martha Washburn
211 N. Broadway, Ste. 1000
St. Louis, MO 63102
Telephone: (314) 244-5082
Fax: (314) 244-5112

Thank you for your assistance.

(Signature)

(Name)

(Address)

(Phone Number)

Enclosure: Stock Transfer Instructions

cc: Mark Gambaiana, Vice President for University Advancement
Truman State University Foundation
McClain Hall 100
100 E. Normal St.
Kirksville, MO 63501
Telephone: (660) 785-4133
Fax: (660) 785-7519