**SAMPLE LETTER OF AUTHORIZATION TO BROKER**

Date

Broker's Name

Company

Address

City, State, Zipcode

Dear (Broker’s Name),

Please transfer to Hamline University (number) shares of (name) common stock,

certificate(s) #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**OR**

Please transfer to Hamline University shares of (name) common stock with the approximate value of $\_\_\_\_\_\_\_\_\_\_.

It is my/our intention that this be considered a charitable gift to Hamline University, to be designated for (specify allocation of gift – e.g. unrestricted purposes, specific scholarship fund, academic department, athletics, etc.).

Hamline University prefers that the securities be electronically transferred to Hamline’s account

at Wells Fargo Advisors in Minneapolis. Please contact Hamline’s Controller, Lori Standafer at 651-523-2671 to notify her of the transfer. The following information will assist you in making the electronic transfer:

**Wells Fargo Advisors**

**Account: 4269-5463**

**Hamline’s DTC #: 0141**

**Name of Account: Trustees of Hamline University**

**Hamline’s Tax ID #: 41-0693960**

Sincerely,

Signature(s)

Printed Names

Telephone Number

cc: Hamline University Development Office (Fax: 651-523-3040)