

(Agency Letterhead)

Ms. Holly E. Conrad, Manager
Bureau of the Fiscal Service
Fiscal Accounting Operations
Debt Accounting Branch
200 3rd Street, Rm 119 (see contact information if sent other than special messenger)
Parkersburg, WV 26106-5312

Dear Ms. Conrad,

You are requested to sell the enclosed (# of shares) of (security name) (type of security; ie common stock, preferred stock, note), certificate No. (#), CUSIP (#).

The security is registered in the name of (name exactly how it is stated on the security) and is a donation to our agency. The (agency name) authorizes the Bureau of the Fiscal Service to liquidate the (security name) security on its behalf, pursuant to federal law 31, U.S.C. 324. Proceeds of the sale should be sent to:

(Agency Name)
Agency Location Code (ALC #)
Agency Taxpayer Identification Number (TIN)
Attn: (name of contact person)
(Physical Address of Agency)

Please contact (contact person) at (phone number) (fax number) should there be any questions regarding this request. Their email address is (email).

Sincerely,

(name and title of authorized person)
(branch or division)