**Sample Letter to Broker**

Use this letter template as a guide to initiate a stock transfer to the Zanesville Museum of Art. Fill out this letter and send to your broker. Thank you for your support!

[your name]

[address]

[email]

[phone number]

Dear:

[your broker name]

[broker address]

[broker email]

[broker phone number]

I would like to make a gift of stock to the Zanesville Museum of Art. Please transfer *[number]* shares of *[company name]* to the museum on *[date you would like transfer to occur].*

Use the following transfer instructions:

The Huntington National Bank
ATTN: Mr. Tony Fickeisen
**DTC Number:** 2305
**Account Name:** Zanesville Museum of Art
Tax ID: 31-0828429
**ACCT Number:** 7234001668

Please notify the Zanesville Museum of Art of the gift being transferred. Contact information is as follows:

**Zanesville Museum of Art
Dan Pitcock, Finance Administrator**
620 Military Road

Zanesville, OH 43701
**E-mail: daniel@zanesvilleart.org**
**Phone:** (740) 452-0741 ext. 203
**Fax:** (740) 452-0797, attn Dan Pitcock

The Zanesville Museum of Art will also provide me with a receipt for this gift.

Sincerely,

[your name]

cc. Zanesville Museum of Art