

## Sample Letter to Broker

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Dear [*Broker Name*],

I would like to make a gift of stock on [*insert date*] to Long Beach Opera. Please transfer [*number*] shares of [*company name*] to the charity in [*indicate month, year when you would like transfer to occur*].

**Use the following transfer instructions:**

Goldman Lancaster, Inc.

C/O LPL Financial Services

DTC Number: 0075

Account Name: Long Beach Opera (Tax I.D. Number 95-3387074)

ACCT Number: 5134-3673

**It is important to notify the Long Beach Opera accounting office of the gift being transferred. Contact information is as follows:**

Long Beach Opera

115 Pine Ave Ste. 550

Long Beach, CA, 90802

E-mail: [development@longbeachopera.org](mailto:development@longbeachopera.org)

Phone: (562) 470-7464 x106

Fax: (562) 683-2109

Long Beach Opera will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

[*Your Name*]

cc: [*Name of Charity*]