

SAMPLE LETTER

Date

Jones Investments
1 Street
Anywhere, USA 12345

Dear Sir/Madam:

This letter will authorize you to transfer _____ shares of
_____ stock held in my account number
_____ to the Oklahoma State University
Foundation's (tax id 73-6097060) account at Merrill Lynch of Oklahoma City,
Oklahoma via DTC. The broker to contact if problems are encountered is Jenee
Lister (405) 270-1905. The following is the data required to process the transfer:

Merrill Lynch
DTC #5198 – Before August 7, 2017
DTC # 8862 – Beginning August 7, 2017
Reference/Account #585-04281
Deliver Free

Upon initiation of the transfer, please provide a copy of this letter to Brandy Huston
with the Oklahoma State University Foundation. Her contact information is as
follows:

Brandy Huston
PO Box 1749
400 S. Monroe
Stillwater, OK 74076
Phone (405) 385-5111
Fax (405) 385-5102

Please use this donation for the benefit of _____
_____.

Thank you for your assistance in this matter.

Sincerely,

Donor's Name