

Date

Your broker  
Address  
City, State

Re: Your shares  
Acct ID

Dear Sir or Madam:

Would you please transfer [number] shares of [name of shares] which you hold in book entry form for me to the Church of the Holy Apostles.

These shares should be transferred to The Bank of New York, ABA: 021000018. The Beneficiary is Pershing LLC, Beneficiary Account: 890-051238-5, DTC#0443. The Ultimate Beneficiary is the Church of the Holy Apostles – *[call Donna Matthews in the church office for account number]*

If there is a problem with this request, please contact me at [number]

Sincerely,

[Your name]

cc: Donna Matthews  
Bookkeeper  
Church of the Holy Apostles  
1225 W. Grand Parkway  
Katy, Texas 77494