**Sample Letter to Broker**

Dear *Broker’s Name*,

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

Use the following transfer instructions:

**Brokerage Name:** Fidelity Investments **Account Name:** Reading Is Fundamental Inc.

**Account Number:** X37-324159

**OTC Number:** 226

READING IS FUNDAMENTAL, INC

750 First Street, NE., Suite 920

Washington, DC 20002 **Federal Tax ID#:** 52-0976257

**Organization Contact:
Laura Rahman**

**lrahman@rif.org** **202-535-3715**

Reading Is Fundamental will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

cc: Reading Is Fundamental