

Letter of Intent: Stock Gift Notification

To: John McGarry, Development Office

Organization: Catholic Charities of the Archdiocese of Galveston-Houston

Address: 2900 Louisiana Street, Houston, TX 77006

Date: _____

Subject: Notification of Charitable Gift of Securities

Dear Mr. McGarry,

Please accept this letter as formal notification that I have initiated a transfer of _____ shares of _____ [Stock Name/Ticker Symbol] from my account at _____ [Name of Your Brokerage] to Catholic Charities of the Archdiocese of Galveston-Houston.

The details of the transfer are as follows:

- **Asset Description:** _____
- **Number of Shares:** _____
- **Expected Date of Transfer:** _____
- **Brokerage Firm:** _____

Purpose of Gift: It is my intent that this gift be used for:

General Operating Funds **OR** a Specific Program/Project.

Tax Acknowledgment: Please send the formal tax acknowledgment letter to the following

Donor Name: _____

Address: _____

Email/Phone: _____ / _____

Thank you for your assistance in processing this contribution and for the impactful work you do.

Sincerely,