

**SAMPLE INSTRUCTIONS FOR
GIFT OF SECURITIES TO BROKERAGE ACCOUNT**

[Donor Address]
[City State Zip]
[Date]

[Broker Name]
[Brokerage Firm]
[Address]
[City State Zip]

Re: Account No. []

Dear *[Broker Name]*:

Following up on our telephone conversation, I authorize you to transfer *[Number of shares to be donated]* shares of *[company name]* common stock from my account to The Spartanburg County Foundation, 424 East Kennedy Street, Spartanburg, SC, 29302, through its account with Raymond James *[DTC number]*. The Foundation's account number is *[account number]*. This gift will be placed in the *[name of the fund]* at the Foundation. Please telephone Troy Hanna, President & CEO, at The Spartanburg County Foundation at (864) 582.0138 with questions.

I would appreciate your letting me know when the transfer has been completed. Thank you for your assistance.

Sincerely,

[Donor Signature]

cc: Troy M. Hanna
President & CEO