

## SAMPLE LETTER OF AUTHORIZATION

Date

John Smith, Broker  
ABC Securities  
123 Main Street  
Ottawa, ON

Dear Mr. Smith:

It is my intent to donate (*number*) shares of (*name of security*) to **Hospice Care Ottawa**. To my knowledge, these securities are not subject to restrictions on their sale or disposition and I am not aware of any material undisclosed information concerning the shares.

I request that you transfer these shares from my account # \_\_\_\_\_ to CIBC Wood Gundy account # 475-14669-15 CUID WGDB as soon as possible.

My current address and contact information:

*Address*

*City/Province/Postal Code*

*Home Telephone Number*

*Business Telephone Number*

*Email address*

**Signed by donor**

c.c. Taylor Mueller, Hospice Care Ottawa  
Fax (613) 260-5510  
Email [taylor.mueller@hospicecareottawa.ca](mailto:taylor.mueller@hospicecareottawa.ca)