

October 4, 20--

Ms. Deborah Campbell Wallace
7835 Virginia Avenue Northwest
Washington, DC 20037

Mr. Thomas E. Campbell
3725 Stevens Road Southeast
Washington, DC 20020

Dear Ms. Wallace and Mr. Campbell:

We received your letter requesting instructions for transferring stock. The most common stock transfer situations are provided below. Determine which type of transfer you require and select the instructions that apply to your stock transfer.

- Name change
- Transferring shares to another individual(s)
- Transfers involving a deceased shareholder (individual ownership)
- Transfers involving a deceased shareholder (multiple owners)
- Transfers involving a minor
- Transfers involving a power of attorney
- Transfers involving a trust

Every transfer requires a letter of instruction specifying how you want your shares transferred. The following items are required for all types of transfers:

- Indicate total shares that are being transferred
- Name and address of new owner(s)
- Preferred form of ownership (that is, joint tenants or tenants in common)
- Sign and date the form
- Social security number or tax payer identification number

Please be sure to submit all required documentation and note that all documents submitted become part of the permanent record of transfer and will not be returned.

All transfers must have your signature(s) guaranteed by a financial institution participating in the Medallion Signature Guarantee Program.

If you need additional information, you may visit our Web site for step-by-step instructions or you may call one of our customer service representatives at our toll-free number.

Sincerely,

William J. Shawley
Shareholder Services

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