[Today’s Date]

[IRA Administrator Name]

[IRA Administrator Address]

[IRA Administrator City, State ZIP]

Please process this transfer of stock from my account number [Account Number] to the account held at Fidelity for Community Publishing of Andover, Inc. d/b/a The Andover Beacon, as follows:

* Fidelity DTC number: 0226
* Account Name: Community Publishing of Andover, Inc.
* Account Number: Z40-049685
* Stock to DTC out: [Stock Name] ([Stock Symbol])
* Number of shares to DTC out: [Number of Shares to Donate]

For your records, Community Publishing of Andover’s federal tax identification number is:

**30-0244706**

If you have any questions or concerns regarding this request, I can be reached at [Your Telephone Number and/or Email Address].

Thank you,

[Your Name]

[Your Address]

[Your City, State ZIP]