

Letter to Stockbroker Instructing to Buy or Sell

This package contains:

1. Instructions & Checklist for Writing a Letter to a Stockbroker Instructing to Buy or Sell
2. Letter to a Stockbroker Instructing to Buy or Sell

Instructions & Checklist for a Letter to a Stockbroker Instructing to Buy or Sell

- This package contains: (1) Instructions & Checklist for a Letter to a Stockbroker Instructing to Buy or Sell; and (2) Letter to a Stockbroker Instructing to Buy or Sell.

- This form is designed to assist you in drafting a letter to a stockbroker giving instructions to buy or sell a certain stock.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 28, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Over the past few months, I have been carefully studying a few choice stocks, and after due consideration, have decided to buy [No. of Shares] of [Name of Company].

At this writing, the current price is [\$] per share, but I recognize this could change before you are able to execute my order -- so if the price has either risen or fallen by more than [\$] per share when you are ready to make the purchase, please give me a quick call to discuss whether to go through with it.

Thank you for your prompt attention to this matter.

Cordially,

[Your Name]

Enclosures