

SAMPLE LETTER OF AUTHORIZATION

Date

John Smith, Broker
ABC Securities
123 Smith St
Ottawa ON A1B 2C3

Dear Mr. Smith

It is my intent to donate (*number*) shares of (*name of security*) to The Ottawa Hospital Foundation. To my knowledge, these shares 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 RBC Dexia Investor Services account # 162176001 CUID # RTRA [*or account # 162176002, DTC # 901 if transferring US securities*]. It is also my wish that my donation be designated to (*include name of campus/department/endowment fund/project etc.*).

My current address and contact information is:

Address
City/Prov./Postal Code
Home Telephone
Business Telephone
E-mail

The name and contact information of my financial representative is:

Name, Title
Company
Address
City/Prov./Postal Code
Business Telephone
Business Fax
E-mail

Signed by donor

cc: Heather McLean, The Ottawa Hospital Foundation (613) 761-5014