

Date \_\_\_\_\_

**First Southwest Company**  
**Attn: Transfer of Accounts**  
325 North St. Paul Street, Suite 800  
Dallas, Texas 75201

**RE: Account Number:** \_\_\_\_\_ **Account Name:** \_\_\_\_\_

**To Whom It May Concern:**

Please accept this letter as your authorization to transfer \_\_\_\_\_ from account \_\_\_\_\_

to \_\_\_\_\_.

Following is a detailed explanation for the reason for this request to transfer assets. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please do not hesitate to contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State** \_\_\_\_\_

