**[DTC Retirement Instructions]**

**To be typed on retiring firm’s letterhead**

[*Date*]

The Depository Trust Company

570 Washington Blvd.

Jersey City, NJ 07310

Client Account Services

## Ref: Account Retirement Instructions

It is expected that the undersigned will be retiring its account at The Depository Trust Company (“DTC”) [*provide reason*]. As a result, effective with the last settlement date [*date – 5 business days in the future*], please retire the following account from all services:

Account Name: [*account name*]

DRS Account Number: [*account #*]

FAST T/A Number: [*account #*]

Note that as of this date, absolutely no activity remains in the account.

Very truly yours,

[*Member Name*]

By:

(Signature – VP or above)

(Print Name/Title)