

[Date]

Item #4

[Broker's Name]

[Broker's Address]

[Broker's Address]

Our auditors, Audit Firm (Audit Firm), are conducting an audit of our financial statements. Please send directly to them a statement of our account(s) with you as of June 30, 2019 indicating the following information:

1. Securities held by you for our account.
2. Securities out for transfer to our name.
3. Any amounts payable to or due from us.
4. A statement of trade activity during the period July 1, 2018 through June 30, 2019 and a listing of original costs and market values of securities as of June 30, 2019.
5. Derivative activity during the period July 1, 2018 through June 30, 2019.

After signing and dating your reply, please mail it directly to **IN-CHARGE**, Firm, **STREET ADDRESS, CITY, STATE ZIP CODE**, in the enclosed return envelope.

We would prefer that the above information be provided electronically. If you are able to provide the above information in an electronic format please return this letter with your signature to acknowledge that the information has been provided in the following format:

- E-mail (e-mail to **FIRST NAME.LAST NAME@Firm.com**)
- Fax (fax to **IN-CHARGE** at XXX-XXX-XXXX)
- CD ROM (mail to **IN-CHARGE**, Firm, **STREET ADDRESS, CITY, STATE ZIP CODE**)

Sincerely,

Name

[Authorized Signatory Name]

[Authorized Signatory Title]