

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Account Number]
[Date]

[Company Name or Transfer Agent Name]
[Plan Administration Department]
[Address]
[City, State, Zip Code]

Subject: Notice of Voluntary Termination of Participation in Dividend Reinvestment Plan (DRIP)

To Whom It May Concern,

I am writing to formally request the termination of my participation in the Dividend Reinvestment Plan (DRIP) for my holdings in [Company Name/Ticker Symbol], effective immediately.

Regarding the shares currently held in my plan account, I provide the following instructions:

- Please move all whole shares held in the plan to my account in book-entry form or issue a physical certificate as per plan guidelines.
- Please liquidate any fractional shares held in the plan and issue a check for the cash proceeds (less applicable fees) to my address on file.
- Moving forward, I request that all future dividends be paid to me in cash via [check / direct deposit to the account on file].

Please send a written confirmation once this termination has been processed and provide a final statement of account.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]