(DATE)

TO: SEM Wealth Management

FROM: (Client)

RE: Account # \_\_\_\_\_\_\_\_\_\_\_\_\_ Partial Sell Request of below the line holdings.

Please consider this Letter of Instruction as authorization to liquidate the following position/shares to cash.

* (Holding), (shares) 1
* (Holding), (shares) 2
* (Holding), (shares) 3
* (Holding), (shares) 4
* (Holding), (shares) 5

Once in cash, please invest in current managed model allocations.

Please continue holding the remaining \_\_\_\_\_\_\_ shares of \_\_\_\_\_. I understand that neither SEM or my financial advisor will be monitoring this holding and it is my sole responsibility to request in writing additional sells for this holding.

Thank you for your assistance. If there are any questions regarding this request please call my Financial Representative, (REP NAME), at (YOUR NUMBER).

Thank you,

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

Client Name & Date Client Name & Date