**SAMPLE OF A LETTER OF INSTRUCTION TO BROKER TO TRANSFER STOCK TO**

**BOYS & GIRLS CLUBS OF MONTEREY COUNTY**

*Donor Name(s)*

*Address*

*Telephone Number*

Date

Name of Broker

Financial Institution/Company

Address

**Re: Letter of Instruction to transfer securities**

Dear \_\_\_\_\_:

I wish to irrevocably contribute \_\_\_\_\_\_\_\_\_\_ shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ stock to the

Boys & Girls Clubs of Monterey County as a gift for [choose one]:

* *General Operations/Unrestricted*
* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify purpose)*

Please transfer these shares as soon as possible, but no later than (specify date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from my Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Boys & Girls Clubs of Monterey County’s Account:

**Wells Fargo Investments**

**DTC # 0141**

**Account # 83633244**

**Account Name: Boys & Girls Clubs of Monterey County**

If there are any questions about this transfer of stock, please call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(phone number). Thank you for your prompt attention to this request.

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

 Signature/Donor Name

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

 Signature/Donor Spouse if applicable

cc: Boys & Girls Clubs of Monterey County

 P.O. Box 97

 Seaside, CA 93955

**SAMPLE OF DONOR GIFT NOTIFICATION LETTER TO BOYS & GIRLS CLUBS OF MONTEREY COUNTY**

*Donor Name(s)*

*Address*

*Telephone Number*

Date

Michael L. Jackson, Ed.D.

CEO/President

Boys & Girls Clubs of Monterey County

P.O. Box 97

Seaside, CA 93955

Dear Dr. Jackson:

I wish to provide support to the Boys & Girls Clubs of Monterey County. Therefore, I have instructed my broker to irrevocably transfer \_\_\_\_\_\_\_\_\_\_\_ shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ stock to

Boys & Girls Clubs of Monterey County on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

The gift is to be used for [choose one]:

* *General Operations/Unrestricted*
* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify purpose)*

Please issue a gift receipt as follows:

 *Donor name(s)*

 *Donor Address*

 *Email*

I do/do not wish this gift to remain anonymous.

If there are any questions about the designation of this gift or the transfer of stock, please call me/us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone number).

 Sincerely,

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

 Signature/Donor Name

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

 Signature/Donor Spouse if applicable