

Sample Letter

Donor Name
Donor Address

Date

Broker/Banker Name
Company Name
Address
Re: (your account number)

I would like to make a gift of stock to the University of California, Berkeley Foundation. Please transfer [number] shares of [company name] to the University of California Berkeley Foundation in [indicate date when you would like transfer to occur]. The tax payer identification of the UC Berkeley Foundation is #94-6090626. In your transmittal to University of California, Berkeley Foundation, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is important to contact at Sylvia Worthington at University of California, Berkeley as she will advise you to the proper account to which this should be transferred. She can be reached at 510.642.4123 or givesecurities@berkeley.edu.

University of California, Berkeley Foundation will provide me with a receipt for this gift.

(Optional paragraph for requests occurring close to year-end) It is my intention to have this transfer qualify for exclusion during the 2008 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2008).

Thank you for your prompt attention to this matter. If you have any questions or need to contact me, I can be reached at (telephone).

Sincerely,

(Donor Signature)

cc: University of California, Berkeley Foundation
University Relations
2080 Addison Street, MC #4200
Berkeley, CA 94720-4200

Attn: Sylvia Worthington