

**SAMPLE OF DONOR GIFT NOTIFICATION LETTER TO THE
MONTEREY PUBLIC LIBRARY FRIENDS AND FOUNDATION**

Donor Name(s)
Address
Telephone Number

Date

Brian Edwards
Library & Museums Director
Monterey Public Library
625 Pacific Street
Monterey, California 93940

Dear Mr. Edwards:

I am writing to inform you that I wish to make a gift in support of the MPL Friends and Foundation.

I have instructed my broker to irrevocably transfer _____ shares of
_____ stock to the MPL Friends and Foundation on
or before _____ (date).

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

General Operations/Unrestricted

_____ (specify purpose, such as collections)

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 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