

**SAMPLE OF A LETTER OF INSTRUCTION TO BROKER TO TRANSFER STOCK TO
MONTEREY PUBLIC LIBRARY FRIENDS AND FOUNDATION**

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 Monterey Public Library Friends and Foundation as a gift for [choose one]:

General Operations/Unrestricted

_____ (specify purpose, such as collections)

Please transfer these shares as soon as possible, but no later than _____ (specific date) from my Account # _____ to the Monterey Public Library Friends and Foundation's Account:

**TD Ameritrade
DTC # 0188
Account # 235050945
Account Name: Monterey Public Library Friends & Foundation
Tax ID: 91-1976593**

If there are 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: MPL Friends & Foundation
PO Box 267
Monterey, CA 93942-267