

**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  
625 Pacific Street  
Monterey, California 93940