

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

Donor Name(s)  
Address  
Telephone Number

Date

Inga Waite  
Library & Museums Director  
Monterey Public Library  
625 Pacific Street  
Monterey, California 93940

Dear Ms. Waite:

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