

COMMUNITY FOUNDATION FOR  
SOUTHEAST MICHIGAN  
Sample Form for Gift Letter

Date

Name and Address of your  
Broker or  
Investment Advisor or  
Custodian Bank

RE: Account Number \_\_\_\_\_

Dear \_\_\_\_\_:

I wish to make a gift of securities to the \_\_\_\_\_ fund at the  
Community Foundation for Southeast Michigan. Consequently, upon receipt of this  
letter, please make arrangements to transfer the following securities from my account to  
the Community Foundation.

Number of shares

Company Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please transfer the shares to:

Broker #5198 (Merrill Lynch)  
A/C of Community Foundation for Southeast Michigan  
A/C #644-04F96  
Attn: Tonia Cooper (313) 446-1184

Please contact the Philanthropic Services Department of the Community Foundation, 333  
West Fort Street, Suite 2010, Detroit, Michigan 48226 if you have any questions. The  
telephone number is (313) 961-6675.

Sincerely,

Donor's Signature

cc: Community Foundation for Southeast Michigan – Philanthropic Services  
Fax (313) 961-2886

*Footnote to the Donor:*

*On the copy of this letter sent to the Community Foundation, please indicate the telephone number of the broker, banker, custodian, or other appropriate contact person.*

*Note to Donor: If your broker requires a signature guarantee on your instructions, please use the following language. Please note that a signature guarantee is different than a notary seal. You should be able to obtain a signature guarantee at a brokerage house or your local bank branch.*

**INSTRUCTIONS FOR GUARANTEE**

The signature(s) must be guaranteed by an eligible guarantor institution which is a member of or participant in one of the following signature guarantee programs: Securities Transfer Agents Medallion Program (STAMP), New York Stock Exchange Medallion Signature Program (MSP), or Stock Exchange Medallion Program (SEMP).

Signature(s) Guaranteed By:

\_\_\_\_\_

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