

## Sample Letter

Dear:

I would like to make a gift of stock on [insert date] to the Delaware Community Foundation for the [insert fund name] Fund. Please transfer [number] shares of [company name] to the Delaware Community Foundation in [indicate month, year when you would like transfer to occur].

It is important to contact David W. Fleming at the Delaware Community Foundation, as he will advise you to the proper account to which this should be transferred. He can be reached at [dfleming@delcf.org](mailto:dfleming@delcf.org).

The Delaware Community Foundation will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

cc: Delaware Community Foundation