

[Your Letterhead]

[Date]

[Your Broker's Name]
[Your Brokerage Firm's Name]
[Your Brokerage Firm's Address]
[City, State, Zip]

Re: Donor's Brokerage Account #[Your Account Number] - Charitable Gift

Dear [Broker's Name],

Please transfer immediately **[Number Of Shares]** shares of **[Name Of Stock]** from my/our **Account #[Your Account Number]** to:

Smith Barney
DTC #418
University of Washington
Account #519-35257-13-236
Attention: Ms. Dawn Williams, (206) 344-3517

It is imperative that these shares be **transferred**, and not sold out of my/our account in order to complete this charitable gift to the University of Washington. Should you have any questions, please contact Alana Askew of the UW Treasury Office at (206) 685-3814.

This gift is to be used to support the **Campaign for Computer Science & Engineering** at the University of Washington.

Sincerely,

/Your Signature/

/Second Signature, if joint account/

[Your Name]

[Second Name, if joint account]

cc: Alana Askew
University of Washington
Box 354998
Seattle WA 98195-4998
FAX (206) 543-3698
alana01@u.washington.edu

Rise McGill
University of Washington
Box 352180
Seattle, WA 98195-2180
FAX (206) 685-0666
rise@engr.washington.edu