

Sample Letter

Dear:

I would like to make a gift of stock on [insert date] to Riley Children's Foundation. Please transfer [number] shares of [company name] to the charity in [indicate month, year when you would like the transfer to occur].

Please make the transfer via the DTC system directly to Riley Children's Foundation.

Transfer instructions may be obtained from Dennis Judy, Director of Gift Planning, (djudy@rileykids.org) or Libby Call, Finance Manager, (lcall@rileykids.org) at the Foundation at (317) 634-4474 or via mail at

Riley Children's Foundation
30 S. Meridian St., Suite 200
Indianapolis, IN 46204-3509

The charity will provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

cc: Riley Children's Foundation