



Charlottesville-Albemarle SPCA (CASPCA)
3355 Berkmar Drive | P.O. Box 7047
Charlottesville, VA 22901

P: 434.973.5959 | F: 434.973.5271

Stock Gift – Sample Letter

Thank you for making a gift of stock to the Charlottesville-Albemarle SPCA!
Please send the following sample letter to your broker.

Date:

Dear (donor's broker):

I/we wish to donate (number) shares of (name of shares) stock/mutual fund held in my/our (name of brokerage) account, # (account number) to the Charlottesville-Albemarle SPCA (Tax ID # 54-0595009).

Please transfer (number) shares to the CASPCA's brokerage account as follows:

Charles Schwab & Co., Inc
DTC Participant Number: 0164, Code 40
Account Name: Charlottesville Albemarle SPCA
Account Number #: 9138-8351
Attention: Transfers, 800-435-1000

Our Charles Schwab & Co., Inc contact in charge of transactions is:

Elizabeth P. Morris Darrell & King
410 White Gables Ln.
Charlottesville, VA 22903-994
Fax: (434) 977-6313
EMorris@darrellandking.com

This donation represents my gift to the Charlottesville-Albemarle SPCA. It is imperative that you forward my name with the stock transfer to the CASPCA for gift verification purposes. If you have any questions about this donation, please call me at (donor's phone number).

Sincerely,
(Donor's signature)

Cc:
Jackie Bright
Executive Director
Charlottesville-Albemarle SPCA
3355 Berkmar Drive; Charlottesville, VA 22901
434-973-5959; jbright@caspca.org