

**SAMPLE OF LETTER OF INSTRUCTION TO BROKER TO TRANSFER STOCK TO
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

Donor Name(s)
Address
Telephone Number

<date>

name of broker
address

RE: Letter of Instruction to transfer securities

Dear _____:

I wish to irrevocably contribute *[insert number of shares or dollar amount]* of *[insert stock name]* common stock to The Regents of the University of California (The Regents) a **gift [or pledge payment] towards** [purpose].

Please transfer these shares from my Account Number: # _____ to The Regents account as noted below:

Bank:	State Street Bank & Trust Co
DTC Participant Number:	0997
Agent Bank Number:	26022
Institutional FINS Number:	35710
Account Number:	QP10
Account Name:	Regents of UC

Telephone Contact:	(510) 987-9684 Mr. Floyd Gazaway
Fax:	(510) 987-9685

If there are any questions about this transfer of stock please call *[insert your name and phone number]*. Thank you for your prompt attention to this request.

(Signature/ Donor Name)

Spouse Signature/Name
(if applicable)

cc: UCSD Gift Processing
9500 Gilman Drive, Mail Code 0940
La Jolla, CA 92093-0940

SAMPLE OF DONOR GIFT LETTER TO THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Donor Name(s)
Address
Telephone Number

[date]

Marlene D. Shaver
Assistant Vice Chancellor
UC San Diego Foundation
University of California, San Diego
9500 Gilman Drive, Mail Code 0940
La Jolla, CA 92093-0940

Dear Ms. Shaver:

I wish to provide support to the University of California, San Diego. Therefore, I have instructed my stock broker to irrevocably transfer *[insert number of shares]* shares of *[insert stock name]* common stock to The Regents of the University of California

This gift shall be contributed to the *[insert name of fund and fund number, or gift purpose if unknown]*. I understand that UCSD assesses a one-time 4% administrative fee on all charitable gifts, including gifts of marketable securities, based upon the proceeds realized from the sale of the stock..

Please issue the gift receipt as follows:

[donor(s) name]
[address]

If there are any questions about the designation of this gift or the transfer of stock, please call me/us at *[insert your telephone number]*.

Sincerely,

(Signature/Donor Name)

(Signature of spouse/Name, if applicable)