

Sample letter for donation of stock to accompany physical stock certificate(s)

DATE

Oberlin College
Office of Gift Planning
50 West Lorain Street
Oberlin, OH 44074

Dear Oberlin College:

Please find enclosed _____ certificate(s) representing
_____ shares of _____ common stock.

This letter serves as my intent to donate this stock to Oberlin College for the
following designation(s): _____.

The Governing stock power will arrive under separate cover.

Thank you for your assistance in this transaction.

Sincerely,

DONOR NAME

(Sign exactly as name appears on certificate. If securities are jointly owned, both owners must sign letter and stock power form)

Enclosure