

*Sample letter to send with stock power form*

DATE

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

Dear Oberlin College:

Please find enclosed \_\_\_\_\_ stock power form governing \_\_\_\_\_  
shares of \_\_\_\_\_ common stock. The  
certificate(s) and letter of intent will arrive under separate cover.

Thank you for your assistance.

Sincerely,

DONOR NAME AND SIGNATURE

Enclosure