

DONOR LETTER TO THE CITY UNIVERSITY OF NEW YORK
GRADUATE SCHOOL OF JOURNALISM

_____ (Date)

Dear CUNY Graduate School of Journalism:

I am happy to inform you that I am donating an appreciated security to The City University of New York.

This donation is for the CUNY Graduate School of Journalism.

It should be applied to the _____ (Fund, if applicable)

Or

_____ (Intended Purpose, i.e., Scholarship, Academic/Institutional Support)

I will be transferring my security to your account through my broker. I am giving:

_____ (#) shares

_____ (Name of Security)

_____ (Ticker or Cusip of Security)

Broker's Name _____

Brokerage Firm: _____

Telephone # _____

I expect the transfer to take place on or about _____ (Date).

If you need to contact me, I can be reached at _____ (weekday telephone number).

Sincerely yours,

_____ (Signature)

_____ (Print Name)

_____ (Mailing Address)

_____ (City, State, Zip)

LETTER TO BROKER

_____ (Date)

Dear _____ (Your Broker),

I have decided to make a gift of stock to The City University of New York for the CUNY Graduate School of Journalism, located at 219 West 40th Street, Suite 403, New York, NY 10018. Please transfer to their account _____ (#) shares of _____ (Name of Stock) _____ (Cusip of Stock) upon receipt of this letter of instruction.

To transfer the stock, you will need the following information:

Broker	State Street Bank & Trust
DTC Number	0997
Account Name	City University of New York.
Account Number	CU0B
Attention:	Steve Pinto 617-985-7720

Thank you for your prompt assistance.

Sincerely yours,

_____ (signature)

_____ (print name)