

## SAMPLE OF DONOR GIFT NOTIFICATION LETTER TO HOSPICE GIVING FOUNDATION

*Donor Name(s)*

*Address*

*Telephone Number*

Date

Siobhan Greene  
CEO/President  
Hospice Giving Foundation  
80 Garden Ct., Suite 201  
Monterey, CA 93940

Dear Ms. Greene:

I wish to provide support to Hospice Giving Foundation. Therefore, I have instructed my broker to irrevocably transfer \_\_\_\_\_ shares of \_\_\_\_\_ stock to Hospice Giving Foundation on or before \_\_\_\_\_ (date).

The gift is to be used for [choose one]:

€ *General Operations/Unrestricted*

€ \_\_\_\_\_ *(specify purpose)*

Please issue a gift receipt as follows:

*Donor name(s)*

*Donor Address*

*Email*

I do/do not wish this gift to remain anonymous.

If there are any questions about the designation of this gift or the transfer of stock, please call me/us at \_\_\_\_\_ (phone number).

Sincerely,

\_\_\_\_\_  
Signature/Donor Name

\_\_\_\_\_  
Signature/Donor Spouse if applicable