

## Sample Letter - *to your financial institution for securities held in an account*

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

I am donating \_\_\_\_\_ shares of \_\_\_\_\_ to  
Trustees of Tufts College effective immediately for the purpose of \_\_\_\_\_.

Please contact Vicky Wei at 617-627-3171 for instructions on how to transfer the securities  
to Tufts University.

Sincerely,

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cc: Tufts University  
Treasury Operations  
169 Holland Street, 3<sup>rd</sup> Floor  
Somerville, MA 02144  
Attn: Vicky Wei  
Fax#: 617-627-3943