

**[Sample Letter – Requesting Stock Transfer]**

Date

Name

Address

City, State, Zip

Dear Jerry Mack,

Please accept this request to inform you that I would like to make a personal gift of stock to The American Alpine Club. As of [insert date], I would like to transfer [number] of shares of [company] to the American Alpine Club.

I have contacted my broker to initiate the transfer. The securities will be delivered electronically to The American Alpine Club through Charles Schwab & Co:

**Charles Schwab & Co DTC Number: 0164 code 40  
For the account of The American Alpine Club Account  
Number: 1544-4329**

I would like my gift to be used as follows:

- Unrestricted to promote the mission of the AAC
- The Bradford Washburn American Mountaineering Museum
- Conservation Efforts
- The American Alpine Club Library
- The American Alpine Journal
- The Grand Teton Climbing Ranch
- Other (please indicate):

Thank you for your attention to this matter; please call me at [phone number] with any questions.

Sincerely,

cc Cheryle Wise, Development Director  
American Alpine Club  
710 10<sup>th</sup> St, Ste 100  
Golden, CO 80401  
Email: [cwise@americanalpineclub.org](mailto:cwise@americanalpineclub.org)