[insert date]

[insert address]

Dear [insert name]:

I would like to make a gift of stock on [insert date] to Science Friday Initiative. Please transfer *[number]* shares of *[company name]* to Science Friday Initiative on *[indicate month, year when you would like transfer to occur].*

Use the following transfer instructions:

Charles Schwab & Co.  
C/O SAX Wealth Advisors  
DTC Number: 0164  
Account Name: Science Friday Initiative Inc (Tax I.D. Number 13-4252173)  
ACCT Number: 3853-4673

It is important to notify the Fundraising Department of the gift being transferred. Contact information is as follows:

Science Friday Initiative   
Fundraising, attn: George Harper  
30 Broad Street, Suite 801

New York, NY 10004

E-mail: [gharper@sciencefriday.com](mailto:gharper@sciencefriday.com)

Phone: (212) 840-2244, ext. 42

Science Friday Initiative will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

[insert name]