DATE

Investment Company

123 McKenzie Ave.

Eugene, OR 97401

1.800.123.4567

Your Name

456 Willamette Ave.

Portland, OR 97212

503.123.4567

Dear Investment Company,

I am making a gift to the McKenzie River Gathering Foundation (MRG Foundation), a 501(c) 3 organization. This gift will come from account number 789, titled ACCOUNT NAME.

Please transfer, in kind, # of SHARES of NAME OF STOCK/MUTUAL FUND.

To:

**Charles Schwab & Co., Inc.**

**MRG Foundation
Account #: 6112-9067
DTC #: 0164
MRG Tax ID #: 93-0691187**

Please feel free to call if you have questions about my account. If you have questions about the transfer instructions, please call MRG’s account agent for Charles Schwab, Carsten Henningsen, at 877-211-0034, x4.

Thank you,

Your Name

503.123.4567