

SAMPLE STOCK TRANSFER LETTER

Date

Broker Name

Address

FAX/Phone Number

Dear (Broker):

RE: (Account Number)

You are requested and authorized by the undersigned to make a gift of:

(number) _____ shares of

(name of stock or mutual fund) _____

to the St. Helena Hospital Foundation effective today.

Please transfer these shares to:

St. Helena Hospital Foundation

c/o The Mechanics Bank

DTC # 992 (Marshall & Ilsley Bank)

Agent # 11152

Institutional/Interested Party # 19183

Internal Account # 74-1019-01-2

Account Name and Number: St. Helena Hospital Foundation,

Non - Endowment Fund, Account # 810301

Contact: Tina Disney, The Mechanics Bank

(510) 262-7294 or (510) 262-7310

Thank you for your assistance.

(Donor's signature)

Incl

Stock Transfer Instructions

cc: Melinda Greene, Director of Development

St. Helena Hospital Foundation

10 Woodland Road

St. Helena, CA 94574

Tel: (707) 963-6208

Fax: (707) 967-5620