**[Your Full Name(s)]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

Lehigh University

Office of Finance and Administration

Attn: Treasurer

27 Memorial Drive West

Bethlehem, PA 18015-3088

Dear Treasurer,

Please accept this letter as our authorization to transfer the following securities as a charitable gift to Lehigh University:

* **Name of Security**: [e.g., ABC Corporation Common Stock]
* **Number of Shares**: [e.g., 100 shares]
* **Purpose of the Gift**: [e.g., To support the College of Engineering, establish a scholarship fund, or for general university purposes]

We authorize the transfer of these securities as a gift from us to Lehigh University and kindly ask that you accept them on our behalf.

Please contact us if any additional information or documentation is needed to complete this transfer.

Sincerely,

**[Donor Name (printed)] [Donor Signature]**

**[Donor Name (printed)] [Donor Signature]**