Dear University of Pennsylvania Benefactor:

Thank you very much for making a gift of securities to the University of Pennsylvania.

If the physical stock certificate is registered in the **donor's name,** please forward the following to Penn:

Mail in a certified (or Fedex/UPS) envelope:
1.   Physical stock certificate without any endorsement or assignment

Mail in a separate, regular envelope:
2.   Executed (signed) stock power endorsed in blank
3.   Short letter from the donor to University stating purpose of the gift.

If the physical stock certificate has been re-registered in the **University's name**, please forward the following to Penn:

Mail in a certified (or Fedex/UPS) envelope:
1)   Physical Stock certificate without any endorsement or assignment.
2)   Short letter from the donor to University stating purpose of the gift.

We will mail you these pre-addressed, pre-paid envelopes with the stock power. Contact Jean Suta at 215.898.7254.

_____

IRREVOCABLE STOCK OR BOND POWER

For Value Received, the undersigned does (do) hereby sell, assign and transfer to _____

If Donating Stock,   _____shares of the _____ stock of _____
Complete This Portion   represented by Certificate Number (s) _____ inclusive,
standing in the name of the undersigned on the books of said Company.

If Donating Bonds,
Complete This Portion   _____bonds of _____
in the principal amount of $ _____ Number (s) _____
inclusive, standing in the name of the undersigned on the books of said Company.

The Undersigned does (do) hereby irrevocably constitute and appoint _____
_____ attorney to transfer
the said stock or bond(s), as the case may be, on the books of said Company, with full
power or substitution in the premises.

Important: The signature(s) to this power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration.

Title Which Appears on Certificate ➔   _____
                                                                    PERSON(S) EXECUTING THIS POWER SIGN(S) HERE
Title Which Appears on Certificate ➔   _____
                                                                    PERSON(S) EXECUTING THIS POWER SIGN(S) HERE
                                                                    Dated _____