

{date}

Mr. Shannon Miller, Treasurer  
Hillsboro Flying Club  
12363 NW Jackson Quarry Rd.  
Hillsboro, OR 97124-8121  
Home: (503) 647-7701  
Fax: (503) 402-8674

Dear Mr. Miller:

The purpose of this letter is to confirm the sale of {no. of shares} shares of the Hillsboro Flying Club by {seller} to {buyer}. The effective date of this transaction is {date of sale}, and is contingent on {buyers} acceptance into the Club.

{seller name}  
{address}  
{city, state, zip}

{buyer name}  
{address}  
{city, state, zip}

{signature} \_\_\_\_\_ {date} \_\_\_\_\_ {signature} \_\_\_\_\_ {date} \_\_\_\_\_