

IRA CHARITABLE DISTRIBUTION REQUEST

Date

Custody Agent Name & Address

RE: IRA # _____ Charitable Distribution Request

Dear _____:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____. Please issue a check in the amount of \$_____ (not to exceed \$100,000) payable to "New Conservatory Theatre Center" (Tax ID: 94-2778856) and mail it to the following address:

New Conservatory Theatre Center
Attn: Shannon McDonnell, Development Director
25 Van Ness Ave., LL
San Francisco, CA 94102

In your transmittal to New Conservatory Theatre Center, please give my name and address as the donor in connection with this transfer. It is my intention to have this transfer qualify for [exclusion, or inclusion/deduction], with respect to the _____ tax year. If you have any questions, or need to contact me, I can be reached at _____.

Thank you for your assistance in this matter.

Sincerely,

Donor Name & Address