

IRA TRANSFER NOTIFICATION

Date

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

Dear Ms. McDonnell:

I have written to my IRA custody agent, _____, to request a distribution of \$_____ directly to New Conservatory Theatre Center as a charitable donation.

Thank you for your attention to this matter. If you have any questions, please contact me at _____.

Sincerely,

Donor Name