

Sample Letter to Mutual Fund Company

Donor Name
Donor Address
Donor City, State, Zip Code

Date

Account Manager Name
Mutual Fund Company Name
Company Address
Company City, State, Zip Code

Re: Donor Account Number

Dear Mr./Ms. _____:

I would like to make a donation of (number) shares from (name of mutual fund) from my account (number) to the Marin Symphony Association. Please transfer these shares to the Marin Symphony for use.

You may contact Angela Colombo, Director of Development at the Marin Symphony, by telephone – 415.479.8100 – or by email at acolombo@marinsymphony.org to arrange the transfer. The Marin Symphony’s tax identification number is #94-6104150.

The address for transferal is:

Marin Symphony
Angela Colombo, Director of Development
4340 Redwood Hwy Suite 401C
San Rafael, CA 94903

My signature is guaranteed on this letter. (if required)

(Donor Signature)
Donor Name

cc: Marin Symphony
Angela Colombo, Director of Development
4340 Redwood Hwy Suite 401C
San Rafael, CA 94903