

Letter of Instruction for IRA Charitable Rollover

Date: _____

RE: Request for Charitable Contribution from IRA#- _____

To whom it may concern:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account# _____ as provided for by Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of \$ _____ payable to El Campanil Theatre Preservation Foundation, Inc. (Federal Tax ID: 68-0459321). Please include my name and address as the donor of record in connection with the transfer to ensure EL CAMPANIL THEATRE PRESERVATION FOUNDATION can properly acknowledge and steward this gift.

The check should be mailed to the following address:

El Campanil Theatre Preservation Foundation, Inc.
604 W Second Street
Antioch, Ca 94509

If you send additional notification to El Campanil Theatre Preservation Foundation about the transfer of this gift, please copy me on your correspondence.

I intend for this transfer to qualify for exclusion during 2019 year.

If you need to contact El Campanil Theatre Preservation Foundation, please call (925) 757-1366.

Thank you for your assistance in this matter.

Sincerely,

(sign)

(Printed name)