

**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](mailto: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