

**Sample letter/email from Donor informing the Ojai Music Festival**

Date

Donor Name  
Donor Address

Anna Wagner  
Ojai Music Festival  
P.O. Box 185  
Ojai, CA 93024

Dear Anna,

I have written to my IRA custody agent, \_\_\_\_\_, to request a distribution of \$\_\_\_\_\_ directly to Ojai Festivals Ltd as a charitable gift, in support of the Ojai Music Festival.

I would appreciate a written confirmation when you have received the funds. I understand that I will not receive a federal income tax deduction for making this gift.

Thank you for your attention to this matter. If you have any questions, please contact me at [phone number] or [email address].

Sincerely,

Donor Name