

YOUR ADDRESS HERE

American Repertory Theater
c/o Development Department
64 Brattle Street
Cambridge, MA 02138

Dear Sir or Madam:

I have written to my IRA custody agent, [REDACTED] to request a distribution of \$ [REDACTED] directly to the A.R.T. as a charitable gift, for the support of:

[REDACTED].

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) [REDACTED] or (email address) [REDACTED].

Sincerely,

YOUR NAME