

NAPA VALLEY  
COMMUNITY FOUNDATION

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Bank/Investment Manager's name  
\_\_\_\_\_  
Bank/Investment Management Firm  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State/Zip

RE: \_\_\_\_\_  
Account Name and Account Number

Dear Banker/Investment Manager:

Effective \_\_\_\_\_, please transfer \_\_\_\_\_ from my account, referenced above, via the following instructions:

Citibank NA  
111 Wall Street  
New York, NY 10043  
ABA #: 021-000-089  
FBO: Charles Schwab & Co., Inc.  
Account number: 4055-3953  
For the account of: COMMUNITY FOUNDATION OF THE NAPA VALLEY (LIQUIDITY)  
Account number: 6809-3610

This transfer represents an irrevocable contribution to the Napa Valley Community Foundation, as of this date, for the benefit of the \_\_\_\_\_ Fund.  
Name of Fund at NVCF

Please notify Terence Mulligan (707.254.9565) at the Community Foundation on the day of the transfer and email a copy of this letter to him at [terence@napavalleycf.org](mailto:terence@napavalleycf.org). Should there be any questions, you may contact me at \_\_\_\_\_ (daytime phone number).

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Donor (Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

cc via email: Terence Mulligan, Napa Valley Community Foundation, [terence@napavalleycf.org](mailto:terence@napavalleycf.org)