

Sample Letter to IRA Administrators

Date

Financial Institution Name

Address

City, State, Zip

**Re: Request for charitable distribution from *[insert donor's name]*
individual retirement account**

Dear Sir or Madam:

Please make a direct charitable distribution of \$ *[insert dollar amount]* from my IRA account number *[insert account number]* made payable to "Medaille College" (Tax ID: 16-0805158). This gift is made free of tax.

The check should be mailed to:

Medaille College
Office of College Relations
18 Agassiz Circle
Buffalo, NY 14214

It is my intention to have this transfer qualify for the *[insert year]* tax year. Therefore, it is imperative this distribution be made no later than Dec. 31, *[insert year]*. Please list my name and address as the donor for the transfer, and please send me a copy of your correspondence with Medaille College.

Please contact the Medaille directly at (716) 880-2259 if you need any additional information from the College. If you have any questions for me, please contact me at *[insert phone number]*.

Sincerely,

Name of Donor

Address

City, State, Zip