

Letter to IRA Administrators for 2021 Gifts

Financial Institution Name
Address
City, State, Zip

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

To Whom It May Concern:

Please make a direct charitable distribution of \$ [*insert dollar amount*] from my IRA account number [*insert account number*] made payable to "The University of Richmond" (Tax ID: 54-0505965) to satisfy part or all of my required minimum distribution.

The check should be mailed to:

**Office of Gift Planning
110 UR Drive
Maryland Hall 109
University of Richmond, VA 23173
Attn: IRA Gift Administration**

It is my intention to have this transfer qualify for the 2021 tax year. Please list my name and address as the donor for the transfer, and please send me a copy of the letter to the University of Richmond.

Please contact Rhonda McIlwain at 336-817-2718 if you need any additional information from the University. If you have any questions for me, please contact me at [*insert phone number*].

Sincerely,

Name of Donor
Address
City, State, Zip