

Date: _____

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ (Account Number) as provided by the Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to:

University of Richmond (Attention: Jessica Will)
Office of Gift Planning
110 UR Drive, Suite 109, Maryland Hall
University of Richmond, VA 23173

In your transmittal to the charity, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion during the _____ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, _____.

If you have any questions or need to contact me, I can be reached at _____.
Thank you for your assistance in this matter.

Sincerely,
