

Sample Letter from Donor to Plan Provider

Name of Plan
Provider Address
City, State, Zip

Re: Request for Direct Charitable Distribution from Individual Retirement Acct.

To Whom it May Concern:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account (insert account number) as provided by the *Protecting Americans from Tax Hikes Act of 2015*. Please issue a check in the amount of \$_____ payable to the University of Hartford at the following address:

Institutional Advancement
Advancement Services
University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117-9950

In your transmittal to the University of Hartford, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention to have this transfer qualify during the 20XX tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20XX.

If you have any questions or concerns regarding this request, I can be reached at <telephone or e-mail address>.

Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

<Name of Donor>