

Sample Letter: Donor to Eastern University notifying of IRA Transfer

____, 201__

Eastern University
Office of Advancement
1300 Eagle Road
St. Davids, PA 19087

Dear Office of Advancement:

I have written to my IRA custody agent, _____ to request a distribution of \$_____ directly to Eastern as a charitable gift, for the purpose of:

_____.

I would appreciate a written confirmation when you have received the funds. I understand that I will not receive a federal income tax deduction for making this gift.

Thank you for your attention to this matter. If you have questions, please contact me at (_____) _____ - _____ or by email at _____.

Sincerely,

DONOR Name
DONOR Address