

**Sample Request Letter: Plan Owner to Administrator for Charitable Distribution
from Individual Retirement Account (IRA) to Eastern**

____, 201__

Custody Agent
Address

RE: Request for Charitable Distribution from Individual Retirement Account

_____ in the name of _____

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by The Trade Facilitation and Trade Enforcement Act of 2015.

Please issue a check in the amount of \$ _____ (not to exceed \$100,000) payable to "Eastern University" and mail it directly to the following address:

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

In your transmittal to Eastern University, please provide my name and address as the donor of record in connection with this transfer, and indicate that the check is for the benefit of _____ [i.e. Eastern Fund/Department/Other purpose/etc.]. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion with respect to the 201__ tax year.

If you have any questions, or need to contact me, I can be reached at: (____) ____-____.

Thank you for your assistance in this matter.

Sincerely,

Plan Owner Name
Plan Owners Address