

Date

Name of Plan Provider
Address
City, State Zip

Re: Request for Direct Charitable Distribution
from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number:

[insert account number]

If permitted under laws in effect for the date of the contribution, I intend this gift to be a qualified contribution within the meaning of Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ **[insert amount]** payable to Eastern Mennonite University (EIN 54-0575812) for **[insert gift designation]** and mail to the following address:

Eastern Mennonite University
1200 Park Road
Harrisonburg, VA 22802

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

If you have any questions or concerns regarding this request, I can be reached at **[insert telephone and e-mail address]**.

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

Sincerely yours,

Name of Donor

cc: Eastern Mennonite University