

Address
City State Zip
Date

Office of Development
Eastern Mennonite University
1200 Park Rd
Harrisonburg VA 22802

Re: Notification of Request for Charitable Distribution
from Individual Retirement Account

To Whom it May Concern:

On [insert date] I sent a letter to [insert name of custodian] requesting that a direct charitable contribution from my Individual Retirement Account be sent to Eastern Mennonite University (EMU) in the amount of \$_____ for [insert gift designation].

I understand that EMU will issue me a special gift receipt when the IRA check is received.

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 assistance with this matter.

Sincerely yours,

Name of Donor