**Sample Letter to IRA Administrator**

Date

Financial Institution Name

Address

City, State, Zip

**Re: Request for charitable distribution from *[insert donor's name]* individual retirement account**

Dear Sir or Madam:

Please make a direct charitable distribution of $ *[insert dollar amount]* from my IRA account number *[insert account number]* made payable to "Curry College" (Tax ID: 04-2199867). This gift is made free of tax, as provided in H.R. 2029: Division Q – Protecting Americans from Tax Hikes Act of 2015.

The check should be mailed to:

Attn: Edith Millard

Office of Institutional Advancement  
Curry College

1071 Blue Hill Avenue

Milton, MA 02186

It is my intention to have this transfer qualify for the *\_\_\_* tax year. Therefore, it is imperative this distribution be made no later than Dec. 31, *\_\_\_.* Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with Curry College.

Please contact the Curry College Office of Institutional Advancement if you need any additional information. Their office can be reached at 617-333-2121 or giving@curry.edu. If you have any questions for me, please contact me at *[insert phone number].*

Sincerely,

Name of Donor  
Address  
City, State, Zip