**Sample Letter from Donor informing Curry College of IRA transfer**

DATE

DONOR ADDRESS

Attn: Bridget Leung-Rogala

Office of Institutional Advancement

Curry College

1071 Blue Hill Avenue

Milton, MA 02186

To Curry College,

I have written to my IRA custody agent, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to request a distribution of $\_\_\_\_\_\_\_\_\_\_\_**directly** to Curry College as a charitable gift, for the support of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Thank you for your attention to this matter. If you have any questions, please contact me at (phone number) or (e-mail address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

DONOR