
(date)

(name of IRA Administrator)

(address)

(City, State, Zip)

RE: Request for direct charitable distribution from my IRA

Dear IRA Administrator:

Please accept this letter as my request to make a direct charitable contribution from my individual retirement account number _____ as originally provided by the American Taxpayer Relief Act of 2012 and made permanent in 2015. Please issue a direct transfer of funds in the amount of \$_____ payable to Trustees of Trinity College (Tax ID # 06-0646927) which is a public charity and is not a donor advised fund or supporting organization, at the following address:

Trinity College
Office of Advancement
300 Summit Street
Hartford, CT 06106-3100

Attn: Linda Minoff, Director of Gift Planning

In your documentation to the above named charitable organization, please clearly indicate my name and address as the donor of record on the check or in connection with this transfer, and copy me on the transmittal at the address below. It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2017 tax year. Therefore, it must be postmarked no later than Dec. 31, 2017.

If you have any questions or concerns regarding this request, I can be reached at _____
_____.

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

Sincerely yours,
