

(Sample Letter to IRA Trustee/Administrator to request charitable distribution from IRA)



TO: IRA Trustee/Administrator

RE: Request for Qualified Charitable Distribution from Individual Retirement Account (IRA)

Dear IRA Trustee/Administrator:

I am writing to request a qualified charitable distribution from my Individual Retirement Account #

Please send a check made payable to Baker University (a 501(c)(3) organization, Tax ID #48-0543766 in the amount of \$_____ and mail it to:

Baker University Office of Advancement
PO Box 65
Baldwin City, KS 66006

It is my intention for this gift to be a qualified charitable distribution for the current calendar year. For that reason, the distribution must be made no later than Dec. 31, 20__.

Please include my name on the check or the accompanying correspondence, and send me a copy of the transfer for my records.

I would like to designate this gift for:

(Name of campus, college, program or fund)

If you have any questions, I can be reached at _____

Date _____ Signature _____

Name _____

Address _____

City/State/Zip _____

cc: Baker University Office of Advancement
PO Box 65
Baldwin City, KS 66006

BAKER UNIVERSITY - OFFICE OF ADVANCEMENT

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