**Sample Letter from Donor informing Felician University of IRA transfer**

DATE

DONOR ADDRESS

Felician University

Office of University Advancement

One Felician Way

Rutherford, NJ 07070

To Whom it May Concern:

I have written to my IRA custody agent, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to request a distribution of $\_\_\_\_\_\_\_\_\_\_\_**directly** to Felician University 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