**Sample Letter to IRA Administrators**

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 Felician University (Tax ID: XX-XXXXXXX). 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:

Felician University

Office of University Advancement

One Felician Way  
Rutherford, NJ 07070

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 Felician University.

Please contact the Felician University Office of University Advancement, if you need any additional information from the University. They can be reached at (201) 355-1432 or [ohm@felician.eduu](mailto:ohm@felician.eduu). If you have any questions for me, please contact me at *[insert phone number].*

Sincerely,

Name of Donor  
Address  
City, State, Zip