

Sample Request from Plan Owner to administrator for Charitable Distribution from Individual Retirement Account to MIT

\_\_\_\_\_, 201\_\_

Custody Agent  
Address

RE: Request for charitable distribution from Individual Retirement Account  
# \_\_\_\_\_ in the name of \_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_.

Please issue a check in the amount of \$\_\_\_\_\_ (not to exceed \$100,000) payable to "MIT" and mail it directly to the following address:

Office of the Recording Secretary  
600 Memorial Drive, W98-300  
Cambridge, MA 02139-4822  
Attention: IRA Charitable Distribution

In your transmittal to MIT, please give my name and address as the donor of record in connection with this transfer, and indicate that the check is for the benefit of \_\_\_\_\_ [i.e. MIT/MIT School/MIT Affiliate/Specific Purpose/Fund Number, if any]. Please copy me on your transmittal.

If you have any questions, or need to contact me, I can be reached at (\_\_\_\_) \_\_\_\_- \_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

Plan Owner Name  
Plan Owner's Address

Letter to MIT to Provide Information about Pending Charitable Distribution from Individual Retirement Account

\_\_\_\_\_, 201\_\_  
Donor Address

Beth Ogar, Recording Secretary  
Office of the Recording Secretary  
600 Memorial Drive, W98-300  
Cambridge, MA 02139-4822  
Attention: IRA Charitable Distribution

Dear Ms. Ogar:

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

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

Sincerely,

Donor Name