

Sample Letter From Donor Informing Medaille College of IRA Transfer

Date

Donor Address

Medaille College
Office of College Relations
18 Agassiz Circle
Buffalo, New York 14214

To Office of College Relations:

I have written to my IRA custody agent, _____, to request a distribution of \$*[insert dollar amount]* directly to Medaille College 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 *[insert phone number]* or *[insert email address]*

Sincerely,

Donor's Signature
