**Sample Letter from Donor to Plan Provider**

Name of Plan Provider

Address

City, State Zip

Re: Request for Direct Charitable Distribution

from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number:

[insert account number]

□ Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to Fairfield College

Preparatory School at the following address:

Fairfield Prep

Advancement Office

1073 North Benson Rd

Fairfield, CT 06824

In your transmittal to Fairfield Prep, please state my name and address as the donor

of record in connection with this transfer and copy me on your transmittal. It is my intention to have this transfer qualify during the current tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31.

- OR -

□ Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to Fairfield College Preparatory School and send the check directly to me at my address of record.

If you have any questions or concerns regarding this request, I can be reached at (telephone and e-mail address).

Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,