

**(Sample Letter to IRA Trustee/Administrator to request charitable distribution from IRA)**

TO: IRA Trustee/Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Request for Qualified Charitable Distribution from Individual Retirement Account (IRA)

Dear IRA Trustee/Administrator:

I am writing to request a qualified charitable distribution from my Individual Retirement Account # \_\_\_\_\_.

Please send a check made payable to the **University of Minnesota Foundation** (a 501(c)(3) organization, Tax ID #41-6042488) in the amount of \$\_\_\_\_\_ and mail it to:

University of Minnesota Foundation  
Attn: IRA Gift Processing  
200 Oak Street SE, Suite 500  
Minneapolis, MN 55455

It is my intention for this gift to be a qualified charitable distribution for the current calendar year. For that reason, the distribution must be made no later than Dec. 31, 20\_\_.

Please include my name on the check or the accompanying correspondence, and send me a copy of the transfer for my records.

I would like to designate this gift for:

\_\_\_\_\_  
*(Name of college, program or fund at the University of Minnesota Duluth)*

If you have any questions, I can be reached at \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

cc: University of Minnesota Foundation  
Attn: IRA Gift Processing  
200 Oak Street SE, Suite 500  
Minneapolis, MN 55455  
(612) 624-3333 or giving@umn.edu