

Sample Request from IRA Account Owner (Donor) to IRA Administrator for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # [Account Number].

Please send me the appropriate forms to issue a check from my IRA account in the amount of \$_____ payable to Salus University (tax identification number 23- 1413680).

The check will be mailed to:

Attn: Jacqueline Patterson

Office of Institutional Advancement Salus University

8360 Old York Road

Elkins Park, PA 19027

If you have any questions or need to contact me, I can be reached at (telephone). Thank you for your assistance in this matter.

Sincerely,

[IRA Account Owner]