**Sample Letter from Donor informing Boston College of IRA transfer**

DATE

DONOR ADDRESS

Boston College

Office of Gift Processing

Cadigan Alumni Center

140 Commonwealth Avenue

Chestnut Hill, MA 02467

To Whom it May Concern:

I have written to my IRA custody agent, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to request a distribution of $\_\_\_\_\_\_\_\_\_\_\_**directly** to Boston 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 (phone number) or (e-mail address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

DONOR