

Sample letter from Donor informing Holy Cross of an IRA transfer

DONOR  
NAME  
DONOR  
ADDRESS

DATE

College of the Holy Cross  
P.O. Box DEV  
1 College Street  
Worcester, MA 01610

To Whom it May Concern:

This letter is to inform you that I have written to my IRA custodian, \_\_\_\_\_,  
to request a distribution of \$\_\_\_\_\_ **directly** to the College of the Holy Cross as a charitable gift,  
for the purpose of \_\_\_\_\_[state designation, e.g., Holy Cross Fund; Crusader Athletics Fund; a pledge  
payment, etc.]\_\_\_\_\_.

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