

Sample Letter to IRA Administrators

Date

Financial Institution Name

Address

City, State, Zip

Re: Request for charitable distribution from *[insert donor's name]* individual retirement account

Dear Sir or Madam:

Please make a direct charitable distribution of \$ *[insert dollar amount]* from my IRA account number *[insert account number]* made payable to "Edward Via College of Osteopathic Medicine" (Tax ID: 54-2052107). This gift is made free of tax as provided in H.R. 2029: Division Q – Protecting Americans from Tax Hikes Act of 2015.

The check should be mailed to:

**Edward Via College of Osteopathic Medicine
Office of College Development and Alumni Relations
2265 Kraft Drive
Blacksburg, Virginia 24060**

It is my intention to have this transfer qualify for the ___ tax year. Therefore, it is imperative this distribution be made no later than Dec. 31, ___. Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with VCOM.

Please contact the Timothy Corvin, Vice President, VCOM, if you need any additional information from the College. He can be reached at 540-231-1789-4844 or tcorvin@vcom.vt.edu. If you have any questions for me, please contact me at *[insert phone number]*.

Sincerely,

Name of Donor

Address

City, State, Zip