

# Bates

## Sample letter from donor to Individual Retirement Account Administrator requesting a direct Charitable Distribution from a qualified IRA:

[DATE]

[NAME OF PLAN PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a tax-free direct charitable contribution from my Individual Retirement Account as authorized in the Consolidated Appropriations Act of 2016 passed by Congress. My account number is: [INSERT ACCOUNT NUMBER]

Please issue a check in the amount of \$ \_\_\_\_\_ payable to **President and Trustees of Bates College** at the following address:

Bates College  
Office of College Advancement  
2 Andrews Road  
Lewiston, Maine 04240

The Bates College tax ID number is: 01-0211781.

In your transmittal to the charity, please state my name and address as the donor of record in connection with this transfer, and copy me on your transmittal.

If you have any questions or concerns regarding this request, please contact me at [TELEPHONE OR E-MAIL ADDRESS], or Bates College at 207-786-6248.

Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

[NAME OF DONOR]

**If you have questions about the IRA Qualified Charitable Distribution or about the use of this letter, please contact Bates Office of Gift Planning at 800-762-3145 or 207-786-6246 or [giftplanning@bates.edu](mailto:giftplanning@bates.edu).**