

Sample Letter to Clarkson University

Your Name
Your Street Address
City, State Zip
Date

Sal Cania
Office of Gift Planning
Box 5522, Woodstock Lodge
Clarkson University
Potsdam, NY 13699

RE: Charitable Distribution from Individual Retirement Account to Clarkson

Dear Sal:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account held by my plan administrator, _____, payable to Clarkson University in the amount of \$_____. It is my wish that this distribution be used as follows: _____.

It is my intent to comply with the requirements of the Pension Protection Act of 2006 as extended under the Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010 in connection with this gift. Accordingly, upon your receipt of payment from my trustee/administrator, please send me a written acknowledgement that states the amount of my gift and that no goods or services were transferred to me by your organization in consideration for this gift.

If you need to contact me, I may be reached at this telephone number: _____.

Sincerely,

Your Name