

**Sample Letter from Donor to Plan Provider**

**Re: Request for Direct Charitable Distribution from Individual Retirement Account**

**Niagara University's Federal Tax ID: 16-0755807**

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number **(insert account number)** as provided by the *Protecting Americans from Tax Hikes Act of 2015*. Please issue a check in the amount of \$ \_\_\_\_\_ payable to **Niagara University** at the following address:

**Niagara University  
Office of Gift Accounting  
Gacioch Hall  
PO Box 2008  
Niagara University, NY 14109**

In your transmittal to Niagara University please note my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention to have this transfer qualify during the tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31.

If you have any questions or concerns regarding this request, I can be reached at **(telephone or e-mail address)**. Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,