

[Month, Date, 2017]

[Name of IRA Administrator]

[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided in The Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended. Please issue a check in the amount of \$ _____ payable to Villanova University and mail it to:

Villanova University
Dundale Hall
Attn: Janet Duffy
800 Lancaster Ave
Villanova, PA 19085

Villanova University's tax identification number is 23-1352688.

In your transmittal to Villanova, please include my name and address as the donor of record in connection with this distribution. Please indicate that my gift is designated to support the following University priority: _____.
Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2017 tax year. Therefore, it is imperative that this distribution be delivered to Villanova no later than December 31, 2017.

If you have any questions or need to contact me, I can be reached at _____.

Thank you for your assistance in this matter.

Sincerely,

[Donor Name]