

Letter to IRA Plan Administrator

From: _____
your name

address

city, state, zip

To: IRA Plan Administrator

name

address

city, state, zip

Date: _____

RE: Request for Charitable Distribution from my Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by the Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to the organization at address below:

Graceland University
Development Office
1 University Place
Lamoni, IA 50140
Attn: Peggy Sturdevant

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

It is my intention to have this transfer qualify for the 2006 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2006.

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

Thank you for your assistance in this matter.

Sincerely,

Print Name

Signature