

**Sample Letter Authorizing a Direct Transfer Gift
from an IRA to a Qualified Charity**

(Date)

Subject: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request and authorization to make a direct charitable distribution from my Individual Retirement Account # (Account Number) _____ as provided by the Emergency Economic Stabilization Act of 2008.

It is my intention to designate this gift to the Macalester College for the following purpose: _____. Please issue a check in the amount of \$ _____ payable to Macalester College at the address listed below:

Attention: Yvonne Holmgren
Macalester College
1600 Grand Avenue
Saint Paul, MN 55105-1899

In your transmittal letter to Macalester College, I request that you include my name and address as the donor of record and specify the purpose that I have designated for this gift. Please copy me on your transmittal letter.

It is my intention for this gift transfer to qualify for exclusion during the 2009 tax year. If you have any questions or anticipate any difficulties in completing this gift transfer to Macalester College, please contact me as soon as possible. I may be reached at (telephone number) _____.

Thank you for your assistance in this matter.

Sincerely,
