

Sample Letter from Donor Informing Harvard of Charitable Distribution from IRA

Donor Name
Donor Address
Date

Alumni Development Services
Harvard University
124 Mount Auburn Street, Suite 430N
Cambridge, MA 02138

Dear Madam:

I have written to my IRA custody agent, _____, to request a distribution of \$_____ directly to Harvard as a charitable gift, for the support of Harvard Business School/[purpose].

I would appreciate a written confirmation when you have received the funds. I understand that I will not receive a federal income tax deduction for making this gift.

Thank you for your attention to this matter. If you have any questions, please contact me at [phone number] or [email address].

Sincerely,

Donor Name