

Sample Letter to IRA Administrator for Transfer to Manhattanville College

[Financial Institution Name
Address
City, State, Zip]

RE: Request for charitable distribution from Individual Retirement Account

Dear Sir or Madam:

Please make a direct charitable distribution of *[insert dollar amount]* from my IRA account number *[insert account number]* made payable to Manhattanville College (Tax ID # 13-1740469). This gift is made tax-free as provided in H.R. 4853, the tax bill signed into law on December 17, 2010.

The check should be mailed to:

Manhattanville College
Office of Institutional Advancement
c/o Nancy Kingston, Director of Development
2900 Purchase Street
Purchase, NY 10577

Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with Manhattanville College.

Please contact Nancy Kingston, Director of Development, if you have any questions or need additional information. She can be reached at (914) 323-7145 or Nancy.Kingston@mville.edu. If you have any questions for me, please contact me at *[insert phone number]*.

Sincerely,

Name of Donor
Address
City, State, Zip