

[Date]

[Name of IRA Custodian]

[Address]

[City, State Zip]

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear [IRA Custodian]:

Please accept this letter as my request to make a direct charitable contribution from my individual retirement account number [insert account number]. Please issue a direct transfer of funds in the amount of \$[] payable to the Endowment Fund of the Phi Kappa Psi Fraternity (d/b/a Phi Kappa Psi Foundation; Phi Psi Foundation – EIN #36-6130655). Please note that the Foundation is a public charity and is not a donor advised fund nor a supporting organization. The transfer should be mailed to the following address:

Phi Kappa Psi Foundation
c/o Ben Nicol, Chief Executive Officer
5395 Emerson Way
Indianapolis, IN 46226

In your transmittal to the Foundation, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It should also be noted in the transmittal that the gift is to be credited to the:

- Annual Fund
- _____ Chapter Scholarship/Campaign Fund
- Laurel Hall Fund
- Where it is most needed

It is my intention to have this transfer qualify during the 2015 tax year. If you have any questions or concerns regarding this request, I can be reached at [telephone and/or e-mail address]. Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

Name
Address
Phone