

Address  
City State Zip  
Date

Office of Development  
Eastern Mennonite University  
1200 Park Rd  
Harrisonburg VA 22802

Re: Notification of Request for Charitable Distribution  
from Individual Retirement Account

To Whom it May Concern:

On [insert date] I sent a letter to [insert name of custodian] requesting that a direct charitable contribution from my Individual Retirement Account be sent to Eastern Mennonite University (EMU) in the amount of \$\_\_\_\_\_ for [insert gift designation].

I understand that EMU will issue me a special gift receipt when the IRA check is received.

If you have any questions or concerns regarding this request, I can be reached at [insert telephone and e-mail address].

Thank you for your assistance with this matter.

Sincerely yours,

Name of Donor