Donor Name

Address

City, State Zip

# Date

Financial Institution

Institution Address

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

Please issue a check in the amount of $ \_\_\_\_\_\_\_\_\_\_\_ payable to the charitable organization at the address below:

Dana-Farber Cancer Institute

c/o Erin McKenna

Division of Development & the Jimmy Fund

10 Brookline Place West, 6th floor

Brookline, MA 02445

In your transmittal to the charity, **please indicate my name and address as the donor of record and copy me on your correspondence in connection with this transfer.** It is my intention to have this transfer qualify for exclusion during the 2016 tax year. If necessary, Dana-Farber Cancer Institute’s Employer Identification Number (EIN) is: **04-2263040.**

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

Donor Name