**Sample Letter from Donor to Plan Provider**

Name of Plan Provider  
Address  
City, State Zip

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number (insert account number) as provided by the *Protecting Americans from Tax Hikes Act of 2015*. Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to The Trustees of the University of Pennsylvania at the following address:

University of Pennsylvania  
 Office of the Treasurer  
 PO Box 71332  
 Philadelphia, PA  19176-9913

In your transmittal to the Wharton School, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention to have this transfer qualify during the 2021 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2022.

If you have any questions or concerns regarding this request, I can be reached at (telephone or e-mail address). Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

Name of Donor