

**Sample Request Letter from IRA Account Owner (Donor) to Donor's IRA Administrator for Charitable Distribution from Donor's IRA to WGVU Public Media.**

[Date]

[Administrator Contact Name and address]

RE: 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 Grand Valley State University – WGVU Public Media (Federal Tax Identification (EIN) #38-1684280), and forward the check directly to the address below:

**WGVU Public Media  
Attn: Aaron Turner  
P.O. Box 1668  
Grand Rapids, MI 49501**

**In your transmittal to WGVU, please recognize my name and address as the donor of record in connection with this transfer.** Please also copy me on your transmittal communication. It is my intention to have this transfer qualify for income tax exclusion during the current tax year; therefore, this distribution must be postmarked no later than December 31st.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Your name, address, and telephone number]

cc: Aaron Turner  
Director of Development, WGVU Public Media  
(616) 331-6713  
turneraa@gvsu.edu