

**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
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: Molly O'Brien
Major Gifts Officer, WGVU Public Media
(616) 331-6528
obrimoll@gvsu.edu