

Subject: 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 in the amount of \$_____ from my Individual Retirement Account#_____ [account number].

This distribution should be made payable to:

The Mount Vernon School
510 Mount Vernon HWY NE
Atlanta, GA 30328
Tax ID #: 58-2054415

In your transmittal to The Mount Vernon School, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. If you have any questions or need to contact me, I can be reached at _____ [telephone number].

Thank you for your assistance in this matter.

Sincerely,

_____ [Plan owner]