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:

Mount Vernon School

510 Mount Vernon HWY NE

Atlanta, GA 30328

Tax ID #: 58-2054415

In your transmittal to 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]