[Date]

[Name of Plan Provider]  
[Address]  
[City, State Zip]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a Qualified Charitable Distribution (QCD) directly from my Individual Retirement Account Number [insert account number]. Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to The University of North Carolina at Greensboro at the following address:

The University of North Carolina at Greensboro  
Attn: David Landers, Director of Planned Giving  
P.O. Box 26170  
Greensboro, NC 27402-6170  
[davidlanders@uncg.edu](mailto:davidlanders@uncg.edu)  
336.256.1277

In your transmittal to The University of North Carolina at Greensboro (Tax ID 56-6001468) 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 \_\_\_\_\_\_\_\_ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 20 of that same year.

If you have any questions regarding this request, I can be reached at [donor’s phone number] or [donor’s email address]. Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

[Name of Donor]