

Financial Institution NAME
Address
City, State, Zip

Re: Request for charitable distribution from (YOUR NAME) individual retirement account

To Whom It May Concern,

Please make a direct charitable distribution of \$(DOLLAR AMOUNT) from my IRA account number (INSERT ACCOUNT NUMBER) made payable to "Concordia College Corporation" (Tax ID:41-0693977) to satisfy part or all of my required minimum distribution.

The check should be mailed to:
Office of Advancement
901 8th St. S.
Moorhead, MN 56562
Attn: Gift Administration

It is my intention to have this transfer qualify for the 20____ tax year. Please list my name and address as the donor for this transfer, and please send me a copy of the correspondence with Concordia College.

Please contact Rachel Clarke, Director of Advancement Services, at 218-299-4816 if you need any additional information from the college. If you have any questions for me, please contact me at (INSERT YOUR PHONE).

Sincerely,

Name of Donor
Address
City, State, Zip