

_____, 2018

Trustees of Boston University
Attn: Sachin Agarwal (Director of Gifts & Records)
Development & Alumni Relations
595 Commonwealth Avenue Suite 700 West
Boston, MA 02215

Dear Mr. Agarwal:

I am writing to inform you that I have requested a distribution from my IRA Administrator, _____, directly to Boston University in the amount of \$_____, for the benefit of Boston University, for the [School and purpose] _____.

Please provide written confirmation when you have received the funds. I understand that I will not receive a federal income tax deduction for this contribution.

If you have any questions or need to contact me, I can be reached at _____.

Sincerely,