

\_\_\_\_\_, 2016

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,