

\_\_\_\_\_, 2020

Attn: Judie Norris, Associate Director of Gifts & Records  
Boston University Development & Alumni Relations  
595 Commonwealth Avenue, Suite 700, West Entrance  
Boston, MA 02215

Dear Ms. Norris:

I'm writing to inform you that I have requested a qualified charitable distribution from my IRA administrator, \_\_\_\_\_, be sent directly to Boston University in the amount of \$ \_\_\_\_\_, for the benefit of Boston University, to be used to support [School/College and designated 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 qualified charitable distribution.

If you have any questions or need to contact me, I can be reached at [Phone number].

Sincerely,

[Name]

[School/College and Year]