

\_\_\_\_\_, 201\_  
DONOR ADDRESS

Denise Gorayeb, Recording Secretary  
Recording Secretary's Office  
Harvard University  
124 Mount Auburn Street, Suite 430N  
Cambridge, MA 02138

Dear Madam:

I have written to my IRA custody agent, \_\_\_\_\_, to request a distribution of  
\$ \_\_\_\_\_ directly to Harvard as a charitable gift, for the support of:

\_\_\_\_\_.

I would appreciate a written confirmation when you have received the funds. I understand that I will not receive a federal income tax deduction for making this gift.

Thank you for your attention to this matter. If you have any questions, please contact me at (phone number) \_\_\_\_\_ or [donor\\_email\\_address@post.harvard.edu](mailto:donor_email_address@post.harvard.edu).

Sincerely,

DONOR