Date

Plan Administrator

Address

City, State Zip

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (account number) as provided by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $ \_ payable to *Vanderbilt University* *Medical Center*, a 501(c)(3) organization. Vanderbilt University Medical Center’s tax ID number is 35-2528741.

Please mail the check to the address below:

Vanderbilt University Medical Center

Trusts, Estates and Gift Planning

2525 West End Avenue, Suite 450

Nashville, TN 37203

In your transmittal to Vanderbilt University Medical Center, please memorialize my name and address as the donor of record in connection with this gift and indicate that it is to be used for (Area, Unrestricted, Research, etc.). Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at 1.555.555.5555. Thank you for your assistance in this matter.

Sincerely,

Donor