



\_\_\_\_\_  
(Date)

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 # \_\_\_\_\_ as provided by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended for the 2016 calendar year.

Please issue a check in the amount of \$ \_\_\_\_\_ (not to exceed \$100,000) payable to Hood College at the address below. Hood College is classified as a charitable organization in accordance with Internal Revenue Code 501(c)(3).

Hood College  
Office of Institutional Advancement  
401 Rosemont Avenue  
Frederick, MD 21701  
800-707-5280, option 7  
301-696-3828

Attention: Jaime Cacciola, Director of Major Gifts and Gift Planning

In your transmittal to Hood College, please give my name and address as the donor of record in connection with this transfer, and indicate that the check is for the benefit of \_\_\_\_\_ (e.g. Hood Fund, scholarships, athletics, other). Please copy me on transmittal.

It is my intention to have this transfer qualify for exclusion during the 2016 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2016.

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

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State) (ZIP)

\_\_\_\_\_  
(Daytime Phone)

\_\_\_\_\_  
(E-mail Address)