



(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 2019 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
301-696-3513

Attention: Teresa May, Leadership and Planned Gifts Officer

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 2020 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2020.

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)