

Sample Letter to Plan Administrator

Your Name
Your Address
City, State, ZIP

Date

Name of Company
Address
City, State, ZIP

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Plan Administrator:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ to the University Radio Foundation, Inc., a tax-exempt organization, as permitted by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended. The Foundation's tax identification number is 56-1803808.

Please issue a check in the amount of \$_____ payable to the organization at the address below:

WFAE/University Radio Foundation
8801 J.M. Keynes Dr. Ste. 91
Charlotte, NC 28262

Please designate my gift for WFAE/University Radio Foundation_____.

It is my intent that this distribution qualify for the 20__ tax year. In your transmittal letter to the Foundation, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

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

Sincerely,

Your Name

Signature Guarantee May or May Not Be Required

(Your signature can be guaranteed by an agent at your bank or financial institution.)