

Letter from Donor Informing Harvard of Charitable Distribution from IRA

(Date)

(Donor Name/Address)

Harvard Business School
P.O. Box 412275
Boston, MA 02241-2275
Attention: Kara Morin – IRA, University Planned Giving

Dear Sir or Madam:

I have written to my IRA plan administrator, _____, to request a distribution of \$_____ directly to Harvard as a charitable gift, for the support of Harvard Business School.

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.

If you have any questions, please contact me at _____ or _____.
(phone) (email)

Thank you for your attention to this matter.

Sincerely,

(Donor Signature)