Donor Name

Donor Address

Date

Denise Gorayeb

Director, Alumni Development Services

Recording Secretary’s Office

Harvard University

124 Mount Auburn Street, Suite 430N

Cambridge, MA 02138

Dear Ms. Gorayeb:

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 [phone] or [email]. Thank you for your attention to this matter.

Sincerely,

Donor Name