

_____, 202_
DONOR ADDRESS

University Planned Giving
Harvard University
124 Mount Auburn Street
Cambridge, MA 02138 - 5795

Dear Sir or Madam:

I have written to my IRA custody agent, _____ to request a distribution of
\$_____ directly to Harvard as a charitable gift, for the support of:

_____.

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.

Thank you for your attention to this matter. If you have any questions, please contact me at
(phone number) _____ or donor_email_address@post.harvard.edu.

Sincerely,

DONOR