

Date

Name of IRA administrator

Address

City, State ZIP

RE: Request for direct charitable distribution from an individual retirement account

Dear IRA Administrator:

Please accept this letter as my request to make a qualified charitable distribution to the charitable organization named below from my individual retirement account number [*insert number here*] as provided by the Consolidated Appropriations Act of 2016 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended for the 2026 calendar year.

- Trustees of Grinnell College (“Grinnell College”)
- EIN: 42-0680387
- Grinnell College is a 501(c)(3) organization
- **In your transmittal to the above named charitable organization please follow these instructions:**
  - **Include my name and address as the donor of record for this transfer.**
  - **Copy me on the transmittal at my address listed at the bottom of this letter.**
- If you have other questions regarding this transaction, please contact Susan Kriegel at Grinnell College. Her complete contact information is:
  - Susan Kriegel
  - Development & Alumni Relations
  - 733 Broad Street
  - Grinnell, IA 50112
  - [kriegels@grinnell.edu](mailto:kriegels@grinnell.edu)
  - 641.269.4955
  - 866.850.1846

It is my intention this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2026 tax year. Therefore, it is imperative this distribution clears my account no later than December 31, 2026.

If you have any questions or concerns regarding this request, I can be reached at [*insert your telephone number and/or email address*]. Thank you for your prompt attention to and assistance in this matter.

Sincerely,

Name of donor

Donor’s address

City, State ZIP

Donor’s phone number

Donor’s email