

Mr./Ms. (IRA Representative)  
IRA Company, Inc.  
Address

RE: Request for charitable distribution from individual retirement account

Dear Mr./Ms. \_\_\_\_\_:

Please accept this letter as my request to make a direct charitable distribution to your organization from my individual retirement account #\_\_\_\_\_.

Please issue and mail a check before December 31, 2016, in the amount of \$\_\_\_\_\_ payable as follows:

The Foundation at NJIT  
323 Dr. Martin Luther King, Jr. Blvd.  
Room EB-301  
Newark, NJ 07102-1982  
(973) 596-8548

The Federal Tax Identification Number of The Foundation at NJIT is 22-174037.

Please contact Monique Moore Pryor, J.D., at NJIT when the check has been issued.

In your transmittal to The Foundation at NJIT, 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 (donor's telephone number). Thank you for your assistance in this matter.

Sincerely,

(Donor's name)

cc: Monique Moore Pryor, J.D.  
Assistant VP of Planned Giving  
NJIT  
323 Dr. Martin Luther King, Jr. Blvd.  
Room EB-301  
Newark, NJ 07102-1982