

[Date]

Mr./Ms. [IRA Representative]

[IRA firm name]

[IRA firm mailing address]

RE: Request for qualified charitable distribution from individual retirement account (IRA)

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

Please accept this letter as my request to make a qualified charitable distribution to The Foundation at NJIT from my individual retirement account [insert account number].

Please issue and mail a check in the amount of \$\_\_\_\_\_ payable as follows:

The Foundation at NJIT  
Office of Development & Alumni Relations  
323 Dr. Martin Luther King, Jr. Blvd.  
Newark, NJ 07102-1982

The Federal Tax Identification Number for The Foundation at NJIT is 22-1714037.

In your transmittal to The Foundation at NJIT, kindly include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If you require further information or need to speak with someone at NJIT, please contact Beth Kornstein, Associate Vice President for Planned Giving. She may be reached at (973) 596-8548 or by e-mail at [bkornste@njit.edu](mailto:bkornste@njit.edu).

For questions pertaining to this request, I may be reached at [insert your phone number]. Thank you for your assistance.

Sincerely,

[Your name]

c: Beth Kornstein  
Associate Vice President, Planned Giving  
NJIT  
Office of Development & Alumni Relations  
323 Dr. Martin Luther King, Jr. Blvd.  
Newark, NJ 07102-1982