

(Date)

The Florida State University Foundation
Attn: Office of Gift Planning
2010 Levy Ave., Bldg. B, Ste. 300
PO Box 3062739
Tallahassee, FL 32306-2739

Dear _____:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to The Florida State University Foundation. My plan trustee/administrator is _____.

The distribution amount I have requested is \$_____.

I would like my gift to be designated for the following purpose:

- This gift is unrestricted and may be used where the need is greatest at The Florida State University.
- I/we wish to specify that this gift be used for the following purpose(s):

Upon your receipt of payment from my trustee/administrator, please send me a contemporaneous written acknowledgement that states the amount of my gift, that no goods or services were transferred to me by your organization in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization.

If you have any questions or need to contact me, I can be reached at_____.

Thank you for your attention to this request.

Sincerely,

(IRA Account Owner)

Donor Name: _____

Donor Address: _____
