

Date

Name of IRA Custodian  
Address  
City, State Zip

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear IRA Custodian:

Please accept this letter as my request to make a direct charitable contribution from my individual retirement account number (insert account number) as provided by the Pension Protection Act of 2006. Please issue a direct transfer of funds in the amount of \$\_\_\_\_\_ payable to \_\_\_\_\_ (which is a public charity and is not a donor advised fund nor a supporting organization) at the following address:

Portsmouth Abbey School  
285 Cory's Lane  
Portsmouth, RI 02871  
Attn: Anna Jones, Senior Development Officer

In your transmittal to the charity, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2006 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2006. If you have any questions or concerns regarding this request, I can be reached at (telephone and/or e-mail address). Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

Name of Donor  
Address  
City/State/ZIP  
Phone Number