

## MEMORANDUM

**To:**

IRA Plan Provider:

Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**From:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

IRA Account#: \_\_\_\_\_

**Re: Request for Direct Charitable Distribution from Individual Retirement Account**

Please accept this memorandum as my request to make a direct charitable contribution from my Individual Retirement Account.

Please issue a check in the amount of \$\_\_\_\_\_ payable to Canisius University (Tax ID number 16-074-3942) at the following address:

Planned Giving Office  
Canisius University  
2001 Main Street, GM201  
Buffalo, NY 14208

In your transmittal to Canisius University, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on your correspondence.

If you have any questions or concerns regarding this request, I can be reached at

\_\_\_\_\_.

Thank you for your prompt attention to and assistance with this matter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date