

*Dear IRA Custodian,*

*As the owner of IRA account # \_\_\_\_\_  
which is in the custody of your organization, I request that you transfer from that  
account the sum of \$ \_\_\_\_\_ to Upper Iowa University.*

*The tax identification number for this qualified non-profit charity is 42-0680372,  
and the mailing address is: UIU Alumni Office, P.O. Box 1857, Fayette, Iowa 52142.*

*It is my intention to make a qualified charitable distribution to Upper Iowa University  
from my IRA, which may fulfill part or all of my IRA required minimum distribution for this  
year.*

*This letter is sufficient authorization for you to process this transaction. If you require  
additional information, I may be reached at \_\_\_\_\_.*

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

*Cordially yours,*

\_\_\_\_\_