[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 Denis Brosnan, Associate Vice President, Major and Planned Giving. He may be reached at 973-596-8548 or denis.brosnan@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: Denis Brosnan
Associate Vice President
NJIT
Office of Development & Alumni Relations
323 Dr. Martin Luther King, Jr. Blvd.
Newark, NJ 07102-1982