

***Sample Request from St. Lawrence University donor to IRA Administrator
for a Charitable Distribution from his/her Individual Retirement Account:***

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # [Account Number)] as provided by the Emergency Economic Stabilization Act of 2008 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$_____ payable to St. Lawrence University (Tax ID # 15-0532239) at the address below:

**St. Lawrence University
Attn: Tom Pynchon, Development
23 Romoda Drive
Canton, NY 13617**

In your transmittal to St. Lawrence, please note my name and address as the donor of record in connection with this transfer. Note that St. Lawrence University is a tax-exempt educational corporation, and is eligible to receive charitable gifts that may be claimed as deductible by donors under Section 501(c)(3) of the code. The University's federal employer identification number is 15-0532239. Please copy me on your transmittal.

It is my intention that this transfer is to be completed during the 2008 tax year. Therefore, please ensure absolutely that the envelope with the check is sent by regular United States mail and postmarked no later than December 31, 2008.

If you have any questions or need to contact me, I can be reached at [telephone]. Thank you for your assistance in this matter.

Sincerely,

[Donor/IRA Owner]