



**Letter to IRA Plan Administrator**

From:

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To:

IRA Plan Administrator

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RE: Request for Charitable Distribution from my IRA

I request that a direct charitable distribution be made to a 501(c)(3) organization from my Individual Retirement Account No. \_\_\_\_\_.

DO NOT MAKE THIS DISTRIBUTION DIRECTLY TO ME.

Please issue a check in the amount of \$\_\_\_\_\_ payable to the following organization:

**Catholic Theological Union  
5416 S. Cornell Avenue  
Chicago, IL 60615**

In your transmittal to Catholic Theological Union, please state my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

The phone number at which I may be reached is ( ) \_\_\_\_\_ - \_\_\_\_\_.

The phone number for CTU is (773) 371-5415. Thank you for your assistance.

Very truly yours,

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date