

_____, 2016

[Financial Institution]

[Address]

RE: Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

I wish to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by the Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to Sweet Briar College, Tax ID #54-0534105, at the following address:

US Mail Address:

Claire D. Griffith
Director of Major and Planned Gifts
Sweet Briar College
P.O. Box 1057
Sweet Briar, VA 24595

Overnight Address:

Claire D. Griffith
Director of Major and Planned Gifts
Sweet Briar College
134 Chapel Road
Sweet Briar, VA 24595

In your transmittal to Sweet Briar College, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion during the 2016 tax year and before the end of Sweet Briar's fiscal year. Therefore, it is imperative this distribution be postmarked no later than June 30, 2017.

Please call Claire Griffith at (434) 381-6479 or email her at CGriffith@sbc.edu with any questions or other information needed to complete this transfer.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

Name _____

Address _____, _____
Street City State Zip code

Phone Number _____

cc: Claire D. Griffith, Director of Major and Planned Gifts, Sweet Briar College.