**IRA Rollover Letter**

**Plan Provider   
Address**   **City, State Zip**

Re: Request for Direct Charitable Distribution from Individual Retirement Account

**Dear Sir or Madam:**

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number:

Account number:

1. Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to Pittsburgh Theological Seminary at the following address:

Pittsburgh Theological Seminary  
616 N. Highland Ave.  
Pittsburgh, PA 15206

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

It is my intention to have this transfer qualify during the 2015 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2015.

**- OR -**

1. Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to Pittsburgh Theological Seminary and send the check directly to me at my address of record.

If you have any questions or concerns regarding this request, I can be reached at:

Telephone: Email:

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

Sincerely yours,