

Date: \_\_\_\_\_

To:

**Jeanne Emanuel**

Senior Leadership Gifts Officer

WBUR 90.9FM

890 Commonwealth Avenue, 3<sup>rd</sup> Fl

Boston MA 02215

jmanuel@wbur.org

Tel: (617) 353-0166

Dear Ms. Emanuel:

I am writing to inform you that I have requested a distribution from my IRA Administrator,  
\_\_\_\_\_, directly to WBUR in the amount of \$\_\_\_\_\_.

Please provide written confirmation when you have received the funds. I understand that I will not receive a federal tax deduction for this contribution.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_ (*your phone number*).

Sincerely,

\_\_\_\_\_

(*your name*)