

(Date)

(Address of Plan Administrator)

RE: Request for Qualified Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my IRA.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to Texas Tech Foundation, Inc. (Federal tax I.D. 75-6043842) at the address below:

Texas Tech Foundation, Inc.  
P.O. Box 45025  
Lubbock, TX 79409-5025

In your transmittal to the charity, please recognize my name and address as the donor of record in connection with this transfer. This gift should be designated to the Dr. William "Bill" Hase Memorial Scholarship. Please copy me on your transmittal.

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

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,

Plan Owner  
(address)  
(state, zip code)