**IRA Charitable Distribution by Check**

**Sample Transfer Letter for Qualified IRA Gifts to   
the Association of American Law Schools**

Date

Address of IRA Administrator

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # [Account Number].

Please issue a check made payable to the Association of American Law Schools (EIN 94-1450490) in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_. This check should be sent to

Association of American Law Schools  
1614 20th St., NW  
Washington, DC 20009-1001

In your transmittal letter to AALS please reference my name and address as the donor of record in connection with this transfer. I would appreciate receiving a copy of the transmittal letter.

If you have any questions, I may be reached at: (\_\_\_) \_\_\_-\_\_\_\_

Thank you for your prompt assistance with this transfer.

Sincerely,

(signature of IRA owner)

cc: AALS (address above)