

Sample Letter

Request from You (IRA Plan Owner) to IRA Administrator for Charitable Distribution

[Date]

[IRA Administrator Name]

[IRA Administrator Address]

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____, as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$_____ [*not to exceed \$100,000*] payable to American Ancestors and mail it to:

American Ancestors
97 Newbury Street
Boston, MA 02116

American Ancestors' tax identification number is 04-2104757.

In your transmittal to American Ancestors, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

I intend to have this transfer qualify for the 20__ tax year. Therefore, this distribution must be postmarked no later than December 31, 20__.

If you have any questions or need to contact me, I can be reached at _____ [provide your telephone number or email address].

Thank you for your assistance in this matter.

Sincerely,

Your Name

Your Address