Date

IRA Custodian/Administrator

Re: ACCOUNT NUMBER: Request for Qualified Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a Qualified Charitable Distribution from my Individual Retirement Account # under Section 1201 of the Pension Protection Act of 2006, as extended by the Protecting Americans from Tax Hikes (PATH) Act of 2015, and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of  **Dollars ($\_\_\_\_\_\_\_\_\_\_)** payable to ***Insert name of beneficiary (insert tax i.d. number) (e.g., University of Virginia, College Foundation, etc.)*** and mail it to the following address for **receipt** on or before December 31, 2018:

Name of beneficiary

Address

In your transmittal to ***Insert name of beneficiary,*** please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal at the following address:

Name

Address

I have confirmed with the ***Insert name of beneficiary*** that it is a qualified recipient of distributions under the provisions noted and is neither a supporting organization under Section 509(a)(3) of the Internal Revenue Code nor a donor-advised fund.

If you have any questions or need to contact me, I can be reached at . Thank you for your assistance in this matter.

Sincerely,

Name