

Sample Letter
IRA Charitable Distribution Request

[Date]

[IRA Administrator Name]

[IRA Administrator Address]

RE: Request for charitable distribution from Individual Retirement Account

Dear Sir or Madame,

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, Account #_____. It is my intention to have this transfer qualify for exclusion from my taxable income with respect to the 202_ tax year.

Please issue a check in the amount of \$_____ [not to exceed \$100,000] payable to the following charitable organization at the following address:

The Cradle Foundation
ATTN: Development Department
2049 Ridge Avenue, Evanston, IL 60201
EIN: 45-0506764

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

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/Plan Owner Name

Your Address/Plan Owner Address