**(IRA Charitable Distribution Letter to Plan Administrator – SAMPLE)**

Your Name

Your Address

City, State Zip

Date

Company Name

Company Address

City, State Zip

Subject: Request for Qualified IRA Charitable Distribution

Dear Administrator:

This letter serves as my request to make a direct charitable distribution from my Individual Retirement Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Family & Children’s Service of Ithaca, a tax-excempt organization, as allowed by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended in 2015. Family & Children’s Service of Ithaca’s EIN is:15-0589039.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_ payable to **Family & Children’s Service of Ithaca** and mail to the following address:

 **Family & Children’s Service of Ithaca**

 **Attn: Josiah Jacobus-Parker**

 **127 W MLK Jr./State St**

 **Ithaca, NY 14850**

I request this gift to be designated for **Family & Children’s Service of Ithaca—where most needed.**

It is my intent that this distribution qualifies for the 20\_\_\_ tax year. In your transmittal letter to Family & Children’s Service of Ithaca, please include my name and address as the donor of record in connection with this contribution. Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at this telephone number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you for your assistance in this matter.

Sincerely,

Your Name

Your Signature

(Note: your IRA plan may require a signature or medallion guarantee from a bank or financial institution).