

RE: Request for direct charitable distribution from an individual retirement account

Dear IRA administrator:

Please accept this letter as my request to make a qualified charitable distribution from my individual retirement account number _____ as provided 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 for the 2016 calendar year.

Attn:

The qualified charitable organization's federal tax identification number is:

In your transmittal to the above named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below. It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2016 tax year. Therefore, it is imperative that this distribution be postmarked no later than Dec. 31, 2016.

If you have any questions or concerns regarding this request, I can be reached at _____ or _____. Thank you for your prompt attention to and assistance in this matter.

Sincerely,