

(IRA Charitable Distribution Letter to Plan Administrator – Sample)

Your name
Your address
City, ST Zip

Date

Company name
Company address
City, ST 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 the American Humanist Association, a tax-exempt organization, as allowed by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended in 2015. The American Humanist Association's EIN is: 94-6168317.

Please issue a check in the amount of \$ _____ payable to the **American Humanist Association** and mail to the following address:

American Humanist Association
Attn: Nicole Carr
1821 Jefferson Place NW
Washington, DC 20036

I request this gift be designated for: **American Humanist Association-where most needed**

It is my intent that this distribution qualifies for the 20__ tax year. In your transmittal letter to the American Humanist Association, 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
(note: your IRA plan may require a signature or medallion guarantee from a bank or financial institution.)