

## Sample Letter

### Request from You (IRA Plan Owner) to IRA Administrator for Charitable Distribution

[Date]

[IRA Administrator Name]

[IRA Administrator Address]

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_, as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$\_\_\_\_\_ [not to exceed \$100,000] payable to Make-A-Wish Ohio, Kentucky & Indiana and mail it to:

Make-A-Wish Ohio, Kentucky & Indiana  
2545 Farmers Drive, Suite 300  
Columbus, OH 43235

Make-A-Wish Ohio, Kentucky & Indiana's tax identification number is 34-1471131.

In your transmittal to Make-A-Wish Ohio, Kentucky & Indiana, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

I intend to have this transfer qualify for the 20\_\_ tax year. Therefore, this distribution must be postmarked no later than December 31, 20\_\_.

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  
Your Address