

**Sample Request from IRA Owner to IRA Administrator for Qualified Charitable Distribution from IRA**

[Date]

TO: [IRA Administrator]  
[Address]  
[City, State, ZIP Code]

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 the account referenced above as provided under Section 408(d)(8) of the Internal Revenue Code of 1986, as amended. Please transfer shares of my qualified IRA account not to exceed \$100,000 to Believe in Me, using the electronic transfer instructions listed below.

In your transmittal to the nonprofit, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. It is my intention to have this transfer qualify for exclusion from taxable income during the [20\_\_\_\_] tax year.

Contact information for the above referenced nonprofit is:

Believe in Me (EIN 20-4830357)  
510 W Riverside Ave, Ste 201  
Spokane, WA 99201  
(509) 448-1412  
[admin@believeinme.org](mailto:admin@believeinme.org)

If you have any questions or need to contact me, I can be reached at [Telephone].

Thank you for your assistance in this matter.

Sincerely,

[Plan Owner]  
[Plan Owner Address]