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 $105,000*] payable to Catholic Education Arizona and mail it to:

Catholic Education Arizona
5353 N 16th St, Suite 330
Phoenix AZ, 85016

Catholic Education Arizona's tax identification number is 86-0937587.

In your transmittal to Catholic Education Arizona, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention to have this transfer qualify for the 20__ tax year. Therefore, it is imperative that this distribution 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