

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 \$_____ payable to *Institute for the Study of Arms & Armor Library* and mail it to:

Institute for the Study of Arms & Armor Library
5900 Balcones Drive, Suite 100, Austin, Texas 78731

Institute for the Study of Arms & Armor Library's tax ID is 39-2173240.

In your transmittal to *Institute for the Study of Arms & Armor Library*, 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 phone number or email address].

Thank you for your assistance in this matter.

Sincerely,

Your Name

Your Address