

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 \$108,000*] payable to Travis Manion Foundation (TMF) and mail it to:

Travis Manion Foundation
P.O. Box 1485
Doylestown, PA

TMF's tax identification number is 41-2237951.

In your transmittal to TMF, 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