

*Sample Request Letter from Plan Owner to Administrator for a
Charitable Distribution from an IRA*

Re: Request for Qualified Charitable Distribution from IRA Account

Date: _____

To Whom It May Concern:

Please accept this letter as my request to make a qualified charitable distribution from my IRA account # _____ to the following qualified charitable organization:

The Westerly Land Trust

P.O. Box 601

Westerly, RI 02891

EIN: 22-2864907

Please transfer a total of \$ _____ directly to the Westerly Land Trust. It is my intention that this distribution be treated as a qualified charitable distribution (QCD) and used to satisfy, in whole or in part, my Required Minimum Distribution (RMD) for the current tax year.

In your transmittal to the charity, please include my name and address as the donor of record. Please also copy me on your transmittal so I can confirm the transfer has been completed.

If you have any questions, please do not hesitate to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

