

## **Sample Letter from Donor to Plan Provider**

DATE

[Name of Plan Provider  
Address  
City, State Zip]

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

I am writing to request that you make a direct charitable contribution from my Individual Retirement Account Number [insert account number] as provided by the provision that was made a permanent part of the tax law in late 2015. Please issue a check in the amount of \$[insert dollar amount] payable to Riddle HealthCare Foundation at the following address:

Riddle HealthCare Foundation  
1068 West Baltimore Avenue  
Media, PA 19063

In your transmittal to Riddle HealthCare Foundation, please list my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention that this contribution should qualify during the 2018 tax year. Therefore, it is essential that this distribution be postmarked no later than December 31, 2018.

If you have any questions or concerns regarding this request, I can be reached at [insert telephone or email address]. Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

[Name of Donor]