



(Revised 1/13/2020)

## SAMPLE Letter from IRA Owner to IRA Administrator

**Federal Tax ID#** 95-3251490

(Date)

TO: IRA Administrator  
Address  
City, State, Zip

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 the account referenced above.

Please issue a check in the amount of \$ \_\_\_\_\_ (not to exceed \$100,000) payable to Ronald McDonald House Charities of San Diego (Federal Tax ID# 95-3251490). Please mail the check directly to this organization at the following address:

Ronald McDonald House Charities of San Diego, Inc.  
2929 Children's Way, San Diego, CA 92123  
Attn: Charles E. Day

In your transmittal to Ronald McDonald House Charities of San Diego, please give my name and address as the donor of record in connection with this transfer and copy me on your transmittal.

It is my intention for this transfer to qualify for exclusion from taxable income during the 20 \_\_\_\_ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 20\_\_.\*\*

If you have questions or need to contact me, I can be reached at the information below. Thank you for your assistance with this matter.

Sincerely,

(Plan Owner)  
(Plan Owner Address)  
(Plan Owner Telephone)