

Sample Request from IRA Owner to IRA Administrator  
for Qualified Charitable Distribution from IRA

[Date]

TO: [IRA Administrator]  
[Address]  
[City, State, ZIP Code]

RE: Request for Charitable Distribution from Individual Retirement Account  
Account # \_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from the account referenced above, as provided by Section 112 of the Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$\_\_\_\_\_ [not to exceed \$100,000] payable to Classical 98.1(EIN 27-3067797).

Please mail the check directly to this organization at the following address:

Classical 98.1  
363 Mercer Street, Suite 200  
Seattle, WA 98109  
Attn: Blandine Van de Velde / Director of Major Giving

In your transmittal to Classical 98.1, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion from taxable income during the 202\_ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 202\_.

If you have any questions or need to contact me, I can be reached at [telephone].

Thank you for your assistance in this matter.

Sincerely,

[Plan Owner]  
[Plan Owner Address]