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SAMPLE IRA LETTER
Request from IRA Owner to Administrator for Charitable Distribution from Individual Retirement Account

[Date]

[IRA Administrator Name]
[IRA Administrator Address]

Re: Request for Charitable Distribution from Individual Retirement Account

Dear IRA Administrator:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____, as provided in Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$_____, payable to REDF dba Redefine Alliance at the address below:

Redefine Alliance
Attn: Development Department
150 Sutter Street #267
San Francisco, CA 94104

REDF dba Redefine Alliance's tax identification number is 54-2132153.

In your transmittal to Redefine Alliance, please include 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 my taxable income for the [CURRENT YEAR] tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, [CURRENT YEAR].

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

Thank you for your assistance.

Sincerely,

[Plan Owner Name]
[Plan Owner Address]