

SAMPLE REQUEST FROM PLAN OWNER TO IRA ADMINISTRATOR FOR A 2022 CHARITABLE DISTRIBUTION

[Donor Name]
[Donor Address]

_____ (date) _____

[Name of IRA Administrator]
[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear IRA Administrator:

Please accept this letter as my request to make a qualified charitable distribution from my Individual Retirement Account # _____ as provided in Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to WVTF Public Radio and mail it to:

**WVTF Public Radio
3520 Kingsbury Lane
Roanoke, VA 24014**

Official business name: Virginia Tech Foundation, Inc. DBA WVTF Public Radio

tax identification number is 54-0721690

In your transmittal to WVTF, please include my name and address as the donor of record in connection with this distribution and indicate that this distribution should be used to support WVTF Public Radio. Please copy me on your transmittal.

It is my intention that this distribution be a qualified charitable distribution during the 2022 tax year. Therefore, it is imperative that this distribution be delivered to WVTF no later than December 31, 2022.

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

Thank you for your assistance in this matter.

Sincerely,
