**Sample Letter of Request**

**This sample letter of request should be used for direct qualified charitable distribution from an individual retirement account. Please customize this sample letter before sending it to your IRA Administrator.**

[DATE]

[IRA Custodian Company Name]

RE: Request for Direct Charitable Distribution from an Individual Retirement Account

Dear IRA administrator:

Please accept this letter as my request to make a qualified charitable distribution from my individual retirement account number [insert account number here].

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_ payable to the name of Connecticut Public at the following address:

**Connecticut Public**

**1049 Asylum Avenue**

**Hartford, CT 06105**

**Attn: Holly Winters, Senior Director, Major Gifts**

The qualified charitable organization’s federal tax identification number is 06-0758938.

In your transmittal to the above-named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer and copy me on the transmittal at the address below.

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

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

Sincerely,

[Your name]

[Address]