

JANE DONOR  
123 MAIN STREET  
ANYTOWN, USA

## Sample Letter to Plan Administrator

DATE

Name of Company  
Address  
City, State, Zip

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Plan Administrator:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ to WUNC-FM at the University of North Carolina at Chapel Hill, a 501(c)(3) charitable organization, as provided in the Protecting Americans from Tax Hikes Act 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check to the address below in the amount of \$ \_\_\_\_\_ payable to WUNC-FM.

WUNC-FM  
120 Friday Center Dr  
Chapel Hill, North Carolina 27517

The tax identification number is 56-6001393.

In your transmittal letter, please include my name and address as the donor of record in connection with this distribution and indicate that it is designated for WUNC-FM. Please copy me on your transmittal.

**It is my intent that this distribution qualify for exclusion from my taxable income during the 2018 tax year. Therefore, it is imperative that this distribution be delivered to the UNC-CH Foundation no later than December 31, 2018.**

Thank you for your assistance in this matter. If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Sincerely,

Jane Donor

***Signature Guarantee May or May Not Be Required***  
***(Your signature can be guaranteed by an agent at your bank or financial institution)***