

**SAMPLE LETTER to IRA ADMINISTRATOR**

Date

IRA Fund Administrator  
Street Address  
City, State, Zip Code

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct Qualified Charitable Distribution (QCD) from my Individual Retirement Account # \_\_\_\_\_ as provided by the Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d) (8) of the Internal Revenue Code of 1986 as amended.

Please issue a check in the amount of \$ \_\_\_\_\_ payable as follows:

**St. Noel Endowment Fund, Inc.**  
**35200 Chardon Road**  
**Willoughby Hills, Ohio 44094**

If you should require it, the Tax Identification number for the above organization is:  
34-1835485.

In your transmittal to St. Noel Church, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. If you have any questions, or need to contact me, please call me at \_\_\_\_\_.

Thank you for your assistance with this matter.

Sincerely,