

Sample Letter from Donor to Plan Administrator

Name of Plan Provider

Address

City, State Zip

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number (insert account number) to North Heights Lutheran Church. Please issue a check in the amount of \$_____ payable to **North Heights Lutheran Church** at the following address:

North Heights Lutheran Church
1700 West Highway 96
Arden Hills, MN 55112

In your transmittal to North Heights Lutheran Church, please include my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention to have this transfer qualify during the current tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31st.

If you have any questions or concerns regarding this request, I can be reached at (telephone number) or (email). Thank you for your prompt attention and assistance with this matter.

Sincerely yours,

Name of Donor