

**Sample Letter to Your IRA Administrator**

[DATE]

[IRA ADMINISTRATOR NAME]

[IRA ADMINISTRATOR ADDRESS]

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

To Whom It May Concern:

Please accept this letter as my request to make a qualified charitable distribution from my individual retirement account # \_\_\_\_\_ as provided for by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to WBUR and mail it to the following address:

WBUR Development Office  
890 Commonwealth Avenue  
Boston, MA 02215

WBUR's federal tax identification number is: 04-2103547

In your transmittal to WBUR, please include my name and address as the donor of record in connection with this transfer, and indicate that this distribution is for the benefit of:

[WBUR and Purpose]

It is my intention that this distribution qualify for exclusion from my taxable income during the [YEAR] tax year. Therefore, it is imperative that this distribution be delivered no later than December 31, [YEAR].

If you have any questions or need to contact me, I can be reached at *[insert your telephone number and/or email address]*.

Thank you for your prompt attention to and assistance in this matter.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]

[YOUR TELEPHONE NUMBER]

Cc: WBUR Development Office  
890 Commonwealth Avenue  
Boston, MA 02215