

[Donor Name]
[Donor Address]

[Date]

[Name of IRA Administrator]
[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account #[ACCOUNT NUMBER] as provided in The Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$[AMOUNT] payable to Trinity-Pawling School and mail it to:

Trinity-Pawling School
Advancement Office
700 Rt. 22
Pawling, New York 12564

Trinity-Pawling's tax identification number is **#14-1601551**.

In your transmittal to Trinity-Pawling, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2017 tax year. Therefore, it is imperative that this distribution be delivered to Trinity-Pawling no later than December 31, 2017.

If you have any questions or need to contact me, I can be reached at [EMAIL ADDRESS AND/OR PHONE NUMBER].

Thank you for your assistance in this matter.

Sincerely,