

Request from Plan Owner to Administrator for Charitable Distribution from Individual Retirement Account (IRA) to Marianapolis

, 2019

**RE: Request for Charitable Distribution from Individual Retirement Account #
in the name of**

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # . It is my intention to have this transfer qualify for exclusion with respect to the 2019 tax year.

Please issue a check in the amount of \$ (not to exceed \$100,000) payable to “Marianapolis Preparatory School” and mail it directly to the following address: 26 Chase Road, PO Box 304, Thompson, CT 06277 Attn: Susan Andersen

In your transmittal to Marianapolis, please give 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, I can be reached at: . Thank you for your assistance in this matter.

Sincerely,