

Sample Letter to IRA Administrators

FINANCIAL INSTITUTION NAME (IRA ADMINISTRATOR)

ADDRESS

CITY, STATE, ZIP

**Re: Request for Qualified Charitable Distribution from (insert donor's name)
individual retirement account**

Dear Sir or Madam:

Please make a direct charitable distribution of \$ _____ from my IRA
account

Number _____ made payable to Notre
Dame Academy, Worcester (Tax ID: 04-2143534). This gift is made free of tax as
provided in H.R. 2029: Division Q-Protecting Americans from Tax Hikes Act of 2015.
This check should be mailed to: Notre Dame Academy, Worcester 425 Salisbury Street,
Worcester, MA 01609.

It is my intention to have this transfer qualify for the 2024 tax year. Therefore, it is
imperative this distribution be made no later than **December 31, 2024**. Please list my
name and address as the donor for the transfer, and please send me a copy of the
correspondence with Notre Dame Academy, Worcester.

Please contact Notre Dame Academy, Worcester, Office of Advancement at
508-757-6200, if you need any additional information from Notre Dame. If you have any
questions for me, I may be reached at the number below.

Sincerely,

NAME OF DONOR

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER