[Sample letter: Request from donor for direct charitable distribution from an individual retirement account]

Date

Name of IRA administrator
Address
City, State ZIP
RE: Request for Direct Charitable Distribution from IRA

Dear IRA administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number [insert number here] 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 for the 2015 calendar year.

Please issue a check in the amount of $_____, payable to "PCHAS" and mail it to:

Presbyterian Children's Homes and Services
4407 Bee Cave Road, Suite 520
Austin, TX 78746
Attn: Rev. Peter D. Crouch, V.P. for Development

The qualified charitable organization's federal tax identification number is: 75-0818172

In your transmittal to the above named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below.

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2015 tax year. Therefore, it is very important that this distribution be postmarked no later than Dec. 31, 2015.

If you have any questions or concerns regarding this request, 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,

Name of donor