**Sample Letter of Request**

*This sample letter of request should be used for direct qualified charitable distribution from an individual retirement account. Please customize this sample letter before sending it to your IRA Administrator.*

[Date]

TO: [IRA Administrator]

[Address]

[City, State, ZIP Code]

RE: Request for Charitable Distribution from Individual Retirement Account #

To Whom It May Concern:

Please accept this letter as my request to make a direct charitable distribution from the account referenced above, as provided by Section 112 of 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 $ payable to **Squam Lakes Conservation Society, Tax ID# 02-6012747**.

Please mail the check directly to this organization at the following address:

**Squam Lakes Conservation Society**

PO Box 696

Holderness, NH 03245

Attn: Roger Larochelle

In your transmittal to the Squam Lakes Conservation Society, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion from taxable income during the [current year] tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, [current year].

If you have any questions or need to contact me, I can be reached at [telephone]. Thank you for your assistance in this matter.

Sincerely,

[Plan Owner]

[Plan Owner Address]