**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 an individual retirement account

Dear IRA administrator:

Please accept this letter as my request to make a qualified charitable distribution from my individual retirement account number [insert number here] as provided by the American Taxpayer Relief Act of 2012.  Please issue a direct transfer of funds in the amount of $\_\_\_\_\_\_\_ payable to the Chi Phi Educational Trust (which is a public charity, tax id number 58-6035103, and is not a donor advised fund or supporting organization) at the following address:

Chi Phi Campaign Office

PO Box 2187

Columbus, GA 31902

In your transmittal to the above named charitable organization, please include 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 2013 tax year.  Therefore, it is imperative that this distribution *arrive* to the address above no later than Dec. 31, 2013.

If you have any questions or concerns regarding this request, I can be reached at [insert your telephone number and/or e-mail address]. Thank you for your prompt attention to this matter.

Sincerely yours,

Name of donor

Donor's address

City, State ZIP

Donor's phone number