[DATE]

[NAME OF IRA PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a qualified charitable contribution from my Individual Retirement Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, and made permanent under the Consolidated Appropriations act of 2016.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_ (no more than $100,000) made payable to **Mary’s Pence** to the following address:

Mary’s Pence

275 East 4th Street #510

St. Paul, MN 55101

In your transmittal to the charity, please state my name and address as the donor of record in connection with this transfer, and copy me on your transmittal.

It is my intention to have this transfer qualify during the 201\_ tax year. Therefore, it is imperative that this distribution be postmarked no later than **December 31, 201**\_.

If you have any questions or concerns regarding this request, I can be reached at [YOUR PHONE AND EMAIL].

Thank you for your prompt attention to and assistance with this matter.

Sincerely,

[YOUR NAME]