SAMPLE REQUEST LETTER FROM PLAN OWNER TO IRA ADMINISTRATOR FOR **2021** CHARITABLE DISTRIBUTION

[Donor Name]
[Donor Address]

_____

_____, 2021

[Name of IRA Administrator]
[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided in 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 Sustainable Conservation and mail it to:

Sustainable Conservation
c/o Gina Pacheu, Director of Finance
98 Battery Street, Suite 201
San Francisco CA 94111

Sustainable Conservation's tax identification number is **94-3232437**.

In your transmittal to Sustainable Conservation, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2021 tax year. Therefore, it is imperative that this distribution be delivered to Sustainable Conservation no later than December 31, 2021.

If you have any questions or need to contact me, I can be reached at _____.

Thank you for your assistance in this matter.

Sincerely,

_____