

**Sample Request from IRA Plan Owner to IRA Administrator for  
Charitable Distribution from IRA**

Date

Name of IRA Administrator  
Address  
City, State ZIP

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (account number) as provided by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$\_\_\_\_\_ payable to the Westminster Ingleside Foundation (WIF) (Tax ID#54-1949766) - a qualifying charity under Internal Revenue Code 501(c)(3) - at the address below:

Westminster Ingleside Foundation  
2275 Research Boulevard, Suite 450  
Rockville, MD 20850  
Attention: Robert Lancelotta, Director of Philanthropy

My gift to WIF is designated for Resident Supporting Fund.

In your transmittal to the Westminster Ingleside Foundation, please memorialize my name and address as the donor of record in connection with this transfer, indicate my gift designation as noted above, and copy me on the transmittal at the address below.

It is my intention that this gift complies with the IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2019 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2019.

If you have any questions 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,

Donor Name  
Street Address  
City, State Zip Code