**Sample letter for IRA Administrator (Word download)**

[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 the US Sailing Association and mail it to:

US Sailing Association

1 Roger Williams University Way

Bristol, RI 02809

Federal Tax Identification Number: 13-1671529

In your transmittal to the US Sailing Association, 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 2024 tax year. Therefore, it is imperative that this distribution be delivered to the US Sailing Association no later than December 31, 2024.

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

Thank you for your assistance in this matter.

Sincerely,  
  
*Your Name*