

# Sample Letter from Donor to IRA Administrator

## Sample Request from Donor/IRA Plan Owner to Administrator for Charitable Distribution from Individual Retirement Account

**RE:** Request for Charitable Distribution from Individual Retirement Account to A Continuous Charity

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ (Account Number).

Please issue a check in the amount of \$ \_\_\_\_\_ payable to the organization specified below:

**A Continuous Charity Foundation**

955 W John Carpenter Fwy #100

Irving TX, 75039

**Tax ID:** 45-5424452

**Email:** [adviser@acceducate.org](mailto:adviser@acceducate.org)

**Attn:** Abduallah Syed, Executive Director

Please also list my **name, address, and email** as the donor of record in connection with this transfer; and please copy me on your transmittal letter.

Thank you for your assistance in this matter.