**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 Friends of PAC and mail it to:

Friends of PAC

PO BOX 2195

Pinedale, WY 82914

Federal Tax Identification Number: 83-1667912

In your transmittal to Friends of PAC, 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 2023 tax year. Therefore, it is imperative that this distribution be delivered to Friends of PAC no later than December 31, 2023.

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*