

SAMPLE REQUEST LETTER

FROM: (IRA Account Owner)

TO: (IRA Administrator)

FOR CHARITABLE DISTRIBUTION FROM AN IRA

(Date)

Dear Sir or Madam,

Please accept this letter as my request to make a direct, qualified charitable distribution from my Individual Retirement Arrangement (#_____) as provided by The Protecting Americans from Tax Hikes Act of 2015.

Please send me the appropriate documentation, as needed, to issue a check from my IRA account in the amount of (\$_____) directly payable to NEST, North East Seattle Together. The check should be mailed directly to the address below:

NEST
PO Box 51009
Seattle, WA 98115

The federal tax ID number for NEST is 80-0371556.

In your transmittal of the IRA check to NEST, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal. Additionally, it is imperative this distribution be postmarked no later than December 31 of this year.

If you have any questions or need to contact me, I can be reached at (_____). Thank you for your assistance in this matter.

Sincerely,

(IRA Account Owner)