
IRA Company Name and Address (Date)

RE: Request for charitable distribution from my Individual Retirement Account for the 2020 Tax Year

Dear IRA Custodian:

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

Please issue a check in the amount of \$ _____ payable to the following charitable organization at the following address:

Lynnhaven River NOW
Brock Environmental Center
3663 Marlin Bay Drive
Virginia Beach, VA 23455

In your transmittal to the above-named organization, please communicate my name and address as the donor of record in connection with this transfer. Also, please indicate that the purpose of the gift is *(Examples: for general charitable purposes without restriction; etc.)* :

Please copy me on your transmittal.

It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the **2019 tax year**. This QCD will fulfill part or all of my Required Minimum Distribution for this year. Therefore, it is imperative this distribution be postmarked no later than **December 31, 2020**.

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

Sincerely,

Signature

Print Name

Home Address

City, State, Zip Code