**Sample Letter: Request from Donor for Direct Charitable Distribution from an Individual Retirement Account**

[Date]

[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 Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_ payable to Alpha Delta Pi Foundation Inc. and mail it to:

Alpha Delta Pi Foundation Inc.

1386 Ponce de Leon Avenue NE

Atlanta, GA 30306

Attn: Jennifer Webb

(404) 844-0637  
  
Alpha Delta Pi Foundation’s tax identification number is 58-1507941.

In your transmittal to the above-named charitable organization, please include my name and address as the donor of record in connection with this transfer and copy me on the transmittal at the address below.  It is my intention that this gift complies with IRC 408(d)(8).  It is also my intention to have this transfer qualify during the [insert year] tax year.  Therefore, it is imperative that this distribution be postmarked no later than Dec. 31, [same year as above].

If you have any questions or concerns regarding this request, I can be reached at [insert your telephone number and/or e-mail address]. Thank you for your prompt attention to this matter.

Sincerely yours,

Name of donor

Donor's address

City, State ZIP

Donor's phone number