



Sample Letter from Donor to IRA Plan Sponsor

Name of Plan Provider
Address
City, State, Zip

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account (insert account number). Please issue a check in the amount of \$_____ payable to Today's Harbor for Children at the following address:

*Today's Harbor for Children
514 Bayridge Road
La Porte, TX 77571*

In your transmittal to Today's Harbor for Children, please memorialize my name and address as the donor of record in connection with this transfer and copy me on your transmittal. It is my intention to have this transfer qualify during the 2019 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2019.

If you have any questions or concerns regarding this request, I can be reached at (telephone or email address). Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

Name of Donor