**IRA Distribution Letter Template**

This one-page letter is pre-filled with the information you need to make a distribution to Friends of the Children-Boston. Simply add your information, print the letter, and mail to your retirement account provider. Please delete these instructions before printing the letter.

**[Donor Name]**

**[Address]**

**[City, State Zip]**

# **[Date]**

**[Financial Institution]**

**[Institution Address]**

Re: Request for Charitable Distribution from Individual Retirement Account

Dear IRA administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number **[insert number here]** as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of $**[amount]**, payable to Friends of the Children-Boston, Inc. and mail it to:

Friends of the Children-Boston

c/o Donor Services

184 Dudley Street, Suite 100

Brookline, MA 02119

The qualified charitable organization’s federal tax identification number is: 02-1581289

In your transmittal to the above-named charitable organization, please memorialize 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 this tax year.

If you have any questions or concerns regarding this request, I can be reached at **[Phone Number]** or **[Email]**.

Thank you for your prompt attention to and assistance in this matter.

Sincerely,

**[Donor Name]**