**[Sample letter: Request from donor for direct charitable distribution from an individual retirement account]**

Date

Name of IRA administrator

Address

City, State ZIP

RE: Request for Direct Charitable Distribution from IRA

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 provided for by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_, payable to Loyola University New Orleans and mail it to:

Loyola University New Orleans

7214 St. Charles Ave., Campus Box 909

New Orleans, LA 70118

Attn: M. Gardner/LIMEX Orlando

The qualified charitable organization’s federal tax identification number is: 72-0408946

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 the 2019 tax year.

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

Sincerely,

Name of donor

Donor’s address

City, State ZIP

Donor’s phone number