

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

Name of IRA administrator
Address
City, State ZIP

RE: Request for direct charitable distribution from an individual retirement account

Dear IRA administrator:

Please accept this letter as my request to make a direct charitable contribution from my individual retirement account number [insert number here]. Please issue a direct transfer of funds in the amount of \$_____ payable to Charlotte Symphony Orchestra, Inc. (which is a public charity and is not a donor advised fund or supporting organization) to the following address:

Charlotte Symphony Orchestra Society, Inc.
128 S. Tryon St., Ste. 350
Charlotte, NC 28202

In your transmittal to the Charlotte Symphony Orchestra, please give my name and address in connection with the transfer. It is my intention to have this transfer qualify as a distribution in 2020.

If you have any questions, please contact me at [your phone number].

Thank you.

Sincerely,
Your name
Your address