Sample Letter

Request from You (IRA Plan Owner) to IRA Administrator for Charitable Distribution

[Date]

[IRA Administrator Name] [IRA Administrator Address]

Re**:** Request for Charitable Distribution from Individual Retirement Account Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # , as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of $

Women Business Leaders Foundation and mail it to:

[*not to exceed $100,000*] payable to

Women Business Leaders Foundation

1201 Wilson Blvd, Suite 2700

Arlington, VA 22209-2337 703-349-0900 (phone if needed)

WBL's tax identification number is 51-0410145. WBL is a 501(c)(3) organization.

In your transmittal to WBL, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention to have this transfer qualify for the 20 tax year. Therefore, it is imperative

that this distribution be postmarked no later than December 31, 20 .

If you have any questions or need to contact me, I can be reached at [provide your telephone number or email address].

Thank you for your assistance in this matter. Sincerely,

Your Name Your Address