

Letter to IRA Administrator for Check Distribution

Date

IRA Plan Administrator

Address

City, State Zip

RE: Request for Charitable Distribution from my 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 # _____. This distribution is intended to be an IRA Charitable Rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$_____ payable to **Boys & Girls Clubs of Central Florida** (FEIN 59-095-1887)

Please mail the check as soon as possible to:

Sarah Johnston, Vice-President of Development
Boys & Girls Clubs of Central Florida
101 E. Colonial Drive
Orlando, FL 32801
(407) 841-6855, ext. 102

In your communication with Boys & Girls Clubs of Central Florida, please include my name and address as listed below as the donor of record in connection with this gift. Please copy me on your letter to Boys & Girls Clubs. If you have any questions, I may be reached at _____.

Thank you for your assistance with this matter.

Sincerely,

Name

Address

City, State, Zip

Phone Number

Email



BOYS & GIRLS CLUBS
OF CENTRAL FLORIDA