Sample Request from IRA Owner to IRA Administrator

for Qualified Charitable Distribution from IRA

[Date]

TO: [IRA Administrator]

[Address]

[City, State, ZIP Code]

RE: Request for Charitable Distribution from Individual Retirement Account

Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom it May Concern:

Please accept this letter as my request to make a direct charitable distribution from the account referenced above, as provided by Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_ [not to exceed $100,000] payable to Cincinnati Institute of Fine Arts. Please mail the check directly to this organization at the following address:

Cincinnati Institute of Fine Arts DBA ArtsWave  
20 East Central Parkway, Suite 200  
Cincinnati, OH 45202  
Attn: Kate Kennedy

In your transmittal to Cincinnati Institute of Fine Arts, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion from taxable income during the 20\_\_ tax year. Therefore, it is imperative 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 [telephone].

Thank you for your assistance in this matter.

Sincerely,

[Plan Owner]

[Plan Owner Address]