**Sample Letters Copy:**

**Sample Letter**

**Request from IRA Owner to Administrator for Charitable Distribution   
from IRA to The Ark, Inc.**

[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 #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_ [not to exceed $100,000] payable to The Ark, Inc. at the address below:

The Ark, Inc.  
415 Lincoln Avenue  
Evansville, IN 47713

In your transmittal to The Ark, Inc., 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 for the 20\_\_ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 21, 20\_\_.

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

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Your name, the Plan Owner Name]  
[Your address, the Plan Owner Address]