*Sample LETTER from Donor to IRA Trustee/Administrator for qualified charitable distribution from IRA*

Date:

To IRA Trustee/Administrator

Company:

Name:

Address:

City, State, Zip

**RE: Request for Direct Charitable Distribution from Individual Retirement Account (IRA)**

Dear:

Please accept this letter as my request and authorization to make a direct charitable contribution distribution of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from my Individual Retirement account number to the non-profit charitable organization listed below:

National Association of Congregational Christian Churches (NACCC)

Congregational Foundation

Debby Fulton/Dan Drea

8473 South Howell Av

P.O. Box 288

Oak Creek, WI 53154

The NACCC is a 501(c) 3 organization with EIN #38-3889911

Congregational Foundation’s EIN # 41-2091089

**In your transmittal to the NACCC/CF please state my name and address as the donor involved with this transfer and please copy the NACCC/CF and me on this correspondence**. Questions to the NACCC/CF should be directed to Debby Fulton, Development Department, 414-856-1610, [dfulton@naccc.org](mailto:dfulton@naccc.org). Or Dan Drea, CFO, 414-856-1616, [ddrea@naccc.org](mailto:ddrea@naccc.org).

Thank you for your assistance with this contribution.

Sincerely,