(Sample Letter from Donor to IRA Trustee/Administrator for qualified charitable distribution from IRA)

Date:

NAME of IRA Trustee/Administrator

COMPANY NAME

ADDRESS

CITY, STATE, ZIP

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

Dear: Name of Trustee/Administrator

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

National Association of Congregational Christian Churches

Development staff

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, please state my name and address as the donor involved with this transfer and copy the NACCC and me on that correspondence. If you have questions or need additional information, contact the NACCC Development Department 414-856-1610 or Chief Financial Officer at 414-856-1616

Thank you for your assistance with this contribution.

Sincerely,