

**Sample Request Letter from Plan Owner to Administrator for a Charitable Distribution from an IRA**

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Madam or Sir:

Please accept this letter as my request to make a direct charitable distribution in the amount of $\_\_\_\_\_\_\_\_\_ from my Individual Retirement Account # [account number] as per Internal Revenue Code, Section 408(d)(8), regarding qualified gifts from Individual Retirement Accounts (IRA).

**Distributions should be made payable to Special Olympics and mailed to:**

**Special Olympics**

**Attn: Donor Services**

**2600 Virginia Avenue, NW**

**Washington, DC 20037**

**Special Olympics, Inc.’s Federal Tax ID number 52-0889518**

It is my intention that this distribution qualify for exclusion from my taxable income during the \_\_\_\_ tax year. Therefore, it is imperative that this distribution be delivered to Special Olympics no later than December 31, \_\_\_\_\_.

In your transmittal to Special Olympics, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. 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,