

-----SAMPLE LETTER to IRA CUSTODIAN-----

[Date]

[IRA Custodian Name]

[IRA Custodian Address]

[City, State ZIP Code]

Re: Request for Qualified Charitable Distribution from IRA

Dear [IRA Custodian],

Please accept this letter as my formal request to make a **Qualified Charitable Distribution (QCD)** from my Individual Retirement Account [Account Number] in the amount of \$[gift amount].

Kindly issue a check payable to:

Ithaca Children's Garden

Tax ID (EIN): 52-2291247

Mailing Address: 1013 W State Street, Ithaca NY 14850

Please mail the check directly to the organization at the above address.

This distribution is intended to qualify as a QCD under Internal Revenue Code Section 408(d)(8). Please process this request at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]