

SAMPLE REQUEST FROM IRA OWNER (DONOR) TO THE IRA TRUSTEE REQUESTING A CHARITABLE DISTRIBUTION:

Dear \_\_\_\_\_:

Please make a direct charitable distribution from my Individual Retirement Account # (Account Number) as provided by the Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$\_\_\_\_\_ payable to the following organization at the address below:

Sisters of the Holy Cross, Inc.  
Development Office  
407 Bertrand Hall–Saint Mary's  
Notre Dame, IN 46556-5000

Please make sure to include my name and address as the donor of record in connection with this transfer and copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion during the 20\_\_ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 20\_\_.

If you have any questions or need to contact me, I can be reached at (telephone).

Thank you.

Sincerely,

(Donor)