**[Sample letter: Request from donor for direct charitable distribution from an individual retirement account]**

Date

Name of IRA administrator

Address

City, State ZIP

RE: Request for direct charitable distribution from an individual retirement account

Dear IRA administrator:

Please accept this letter as my request to make a charitable distribution directly from my individual retirement account number [insert number here], as provided for by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_, payable Pacific Lutheran University and mail it to:

Pacific Lutheran University

Office of Advancement

Attn: Gift Planning

Tacoma, WA 98447

Pacific Lutheran University’s federal tax identification number is: 91-0565571.

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

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the current tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31.

If you have any questions or concerns regarding this request, I can be reached at [insert your telephone number and/or email address].

Thank you for your prompt attention to and assistance in this matter.

Name of donor

Donor’s address

City, State ZIP

Donor’s phone number