

Sample Letter to Plan Administrator

*Henry D. Thoreau
1234 Emerson Drive
Walden, MA 02110*

Date

Name of IRA Plan Administrator

Address

City, State, Zip

RE: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____, as provided by the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 signed by President Obama on December 17, 2010.

Please issue a check in the amount of \$_____ payable to the **National Humanities Center** (Tax ID #59-1735367) and send to:

National Humanities Center
7 T. W. Alexander Drive
Research Triangle Park, NC 27709-2256
Attention: Office of Development

In your transmittal letter to the Center, please include my name and address as the donor of record in connection with this transfer and copy me at the above address.

It is my intention that this transfer qualify for exclusion during the 2010 tax year. I understand that this gift must be postmarked no later than January 31, 2011 in order to qualify as a 2010 transaction.

If you have any questions or need to contact me, I can be reached by phone at

_____.

Thank you for your assistance in this matter.

Sincerely,

Henry D. Thoreau

Signature Guarantee May or May Not Be Required

(your signature can be guaranteed by an agent at your bank or financial institution)