

# ***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 Sec. 1201 of the Pension Protection Act of 2006, as extended under the Emergency Economic Stabilization Act of 2008, 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 **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 2009 tax year. Therefore, **it is imperative this distribution be postmarked no later than December 31, 2009.**

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)