

## *Sample letter to Plan Administrator*

*Mr. John J. Smith  
1234 Main Street  
Town, State 11111*

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 contribution from my Individual Retirement Account # \_\_\_\_\_, as provided by the Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010.

Please issue of check in the amount of \$ \_\_\_\_\_ payable to **The Chester County Hospital Foundation** (Tax ID # 23-2267407) and send to:

The Chester County Hospital Foundation  
701 East Marshall Street  
West Chester, PA 19380  
Attn: Matthew D. Schwab

In your transmittal letter to The Chester County Hospital Foundation, 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 the 2011 tax year. I understand that this gift must be postmarked no later than December 31, 2011 in order to qualify as a 2011 transaction.

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

\_\_\_\_\_.

Thank your for your assistance in this matter.

Sincerely,

John J. Smith  
Signature Guarantee May or May Not Be Required – Please ask your Plan Administrator  
(Your signature can be guaranteed by an agent at your bank or financial institution.)