

Date

[Name of IRA Administrator]

[IRA Administrator Address]

**RE: Request for Charitable Distribution from IRA**

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as provided in Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to the **Community Foundation of the Texas Hill Country** and mail it to:

**Amy Rector**  
**Business Manager**  
**Community Foundation of the Texas Hill Country**  
**241 Earl Garrett Street**  
**Kerrville, Texas 78028**

The Community Foundation's tax identification number is 74-2225369.

In your transmittal to the Community Foundation, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 202\_ tax year. Therefore, it is imperative that this distribution be delivered to the Community Foundation no later than December 31, 202\_.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_