Date

[Name of IRA Administrator]  
[IRA Administrator Address]

[IRA Administrator City/State/ZIP]

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

To Whom it May Concern:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Community Foundation of the Texas Hill Country located in Kerrville, Texas. The Community Foundation is a 501(c)(3) public charity, and its EIN is 74-2225369.

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

**Amy Rector**

**Business Manager**

**Community Foundation of the Texas Hill Country  
241 Earl Garrett Street  
Kerrville, Texas 78028**

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

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

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

Thank you for your assistance in this matter.

Sincerely,

Donor Name

cc: Amy Rector, Community Foundation of the Texas Hill Country