

[Sample IRA Gift Letter Request]

Date

Name of IRA administrator

Address

City, State ZIP

RE: Request for Direct Charitable Distribution from IRA

Dear IRA administrator:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account number [insert number here] as provided for by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended Frist Art Museum, an organization exempt from federal income tax under Section 501(c)(3) of the Code.

I intend to count this distribution toward the required minimum annual distribution from my IRA in tax year 20__.

Please issue a check in the amount of \$_____, payable to Frist Art Museum, and mail it to the address below.

Frist Art Museum
919 Broadway
Nashville, TN 37203

The qualified charitable organization's federal tax identification number is: _____.

In your transmittal to the above-named charitable organization, please note my name and address as the donor of record in connection with this transfer and copy me on the transmittal at the address below.

[insert address]

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 20__ tax year. Therefore, it is imperative that this distribution be postmarked no later than Dec. 31, 20__.

If you have any questions or concerns regarding this request, I can be reached at [insert your telephone number and/or email address]. Thank you for your prompt attention to and assistance in this matter.

Sincerely,

Name of donor

Donor's address

City, State ZIP

Donor's phone number