**Sample Request from Plan Owner to Administrator for Charitable Distribution from IRA**

**To: IRA Administrator**

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 number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to Karmanos Cancer Foundation at address below:

Barbara Ann Karmanos Cancer Foundation

4100 John R

Attn: Denise Lowe

Detroit, MI 48201

Karmanos Cancer Institute’s Tax ID number is 38--3584572.

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

**It is my intention to have this transfer qualify for exclusion during the 2023 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2023.**

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

Thank you for your assistance in this matter.

Sincerely,

(plan owner)

(address)