

PRINT AND MAIL TO YOUR IRA ADMINISTRATOR

(name and address of your IRA administrator)

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 Number _____. Please issue a check in the amount of \$_____. Please make the check payable to the Quincy Symphony Orchestra Association and send it to QSOA, 200 N. 8th St., Suite 102 Quincy, IL 62301. The Quincy Symphony Orchestra Association is a 501(c)3 not-for-profit organization.

In your transmittal to the QSOA, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. Please indicate that this gift is to be allocated to the QSOA Annual Fund.

It is my intention to have this transfer qualify during the 20____ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20____.

If you have any question or concern regarding this request, I can be reached at the address and telephone number below. Thank you for your prompt attention to and assistance with this matter.

Sincerely,

(address and phone number)