

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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 1026 Maine Street, Quincy, IL 62301.

The QSOA is a 501(c)3 tax-exempt not-for-profit organization, Tax ID 37-0859239

In your transmittal to the charity, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention to have this transfer qualify during the \_\_\_\_\_ tax year. Therefore, it is imperative that this distribution be postmarked no later than January 31, \_\_\_\_\_.

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,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name, address and phone number)