

Sample Letter

Request from IRA Owner to Administrator for Charitable Distribution from Individual Retirement Account to San Francisco Opera Association

[Date]

[IRA Administrator Name]

[IRA Administrator Address]

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____, as provided in the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$ _____ [not to exceed \$100,000] payable to San Francisco Opera Association at the address below:

San Francisco Opera Association
Attn: Gift Processing
War Memorial Opera House
301 Van Ness Avenue
San Francisco, CA 94102-4509

In your transmittal to San Francisco Opera Association, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at _____ [provide telephone number or email address].

Thank you for your assistance in this matter.

Sincerely,

[Plan Owner Name]

[Plan Owner Address]