



Ronald McDonald  
House Charities®  
Maine

Keeping families close™

## *SAMPLE Letter from IRA Owner to IRA Administrator*

(date)

TO: (IRA Administrator)  
(Address)  
(City, State, ZIP Code)

RE: Request for Charitable Distribution from Individual Retirement Account Account  
#: \_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from the account referenced above.

Please issue a check in the amount of \$ \_\_\_\_\_ (not to exceed \$100,000) payable to Ronald McDonald House Charities of San Diego. Please mail the check directly to this organization at the following address:

Ronald McDonald House Charities of Maine  
250 Brackett Street, Portland, Maine 04102  
Attn: Robin Chibroski

In your transmittal to Ronald McDonald House Charities of Maine, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

Optional paragraph for requests occurring close to year-end: It is my intention to have this transfer qualify for exclusion from taxable income during the 20\_\_ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 20\_\_.

If you have any question or need to contact me, I can be reached at the information below.

Thank you for your assistance in this manner.

Sincerely,  
(Plan Owner)  
(Plan Owner Address)  
(Plan Owner Telephone)