

Sample Letter from Donor to IRA Custodian

Name of IRA Custodian

Address

City, State Zip

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:

[insert account number]

as provided by the Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$_____ payable to the West Tisbury Library Foundation, Inc. (Federal Tax ID # 27-1785670) at the following address:

West Tisbury Library Foundation, Inc.

Attn: Treasurer

P.O. Box 1238

West Tisbury, MA 02575

In your transmittal to the charity, please state my name and address as the donor of record in connection with this transfer.

If you have any questions or concerns regarding this request, please contact the West Tisbury Library Foundation, Inc. at the above address. Thank you for your prompt assistance with this matter.

Sincerely yours,

Name of Donor