**Sample Charitable Rollover Request to Plan Administrator**

**Date**

**NAME OF IRA CUSTODIAN**

**ADDRESS**

**CITY, STATE ZIP**

Re: Request for Direct Charitable Distribution from Individual Retirement Account

**Dear NAME,**

This letter serves as my request to make a qualified charitable distribution from my individual

retirement account number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** as provided by the H.R. 2029: Division Q - Protecting Americans from Tax Hikes Act of 2015.

Please issue the distribution in the amount of **$\_\_\_\_\_\_\_\_\_\_\_\_** to the **London Town Foundation (Federal Tax ID: 52-1396159)** at the following address:

London Town Foundation

Historic London Town and Gardens

839 Londontown Road

Edgewater, MD 21037

In your transmittal to the London Town Foundation, please indicate my name and address as the IRA owner of record in connection with this transfer.

Please contact me with any questions or concerns at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone and/or Email Address).**

*Optional: It is my intention for this distribution to occur on or before December 31, 20XX.*

Sincerely yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Address**

London Town Foundation, please designate my gift as follows: