

SAMPLE REQUEST LETTER

Your Name
Your Address

Date

[Name of IRA Administrator]
[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

To Whom It May Concern:

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 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to Health Volunteers Overseas and mail it to:

Health Volunteers Overseas
1900 L St, NW
Suite 310
Washington DC 20036

Health Volunteers Overseas' tax identification number is 52-1485477.

In your transmittal to HVO, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2022 tax year. Therefore it is imperative that this distribution be delivered to HVO no later than December 31, 2023.

If you have any questions or need to contact me. I can be reached at _____.

Thank you for your assistance in this matter.

Sincerely,