

**Sample Letter from Donor to Plan Administrator  
Requesting Charitable Distribution from IRA to JVS Human Services**

Date:

To: (Name of Company/IRA Administrator)

From: (Your Name)

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

Please issue a check in the amount of \$ \_\_\_\_\_ (not to exceed \$100,000) payable to "JVS Human Services" and mail it directly to the following address:

JVS Human Services  
Attention: Sandy Schuster, Chief Development Officer  
29699 Southfield Road  
Southfield, MI 48076

JVS Human Services's Tax ID number is: 38-1358013.

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

It is my intention to have this transfer qualify for exclusion with respect to the 20 \_\_\_\_ tax year.

If you have any questions, I can be reached at [phone] or [email]. Thank you for your assistance in this matter.

Sincerely,

Donor Name

Donor Address