

[Your Name]

[Your Address]

Date

[Name of IRA administrator]

[IRA Administrator Address]

Re: _____

Dear IRA administrator:

Please accept this letter as my request to make a qualified charitable distribution, also known as a charitable rollover from my Individual Retirement Account #[_____] as provided in Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$[_____] payable to Charity Circle and mail it to:

The Charity Circle of Murfreesboro

P.O. Box 11128

Murfreesboro, TN 37129

The Charity Circle's Tax identification number is: 23-7158367

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

It is my intention that this distribution qualify for exclusion from my taxable income during the 2020 tax year.

If you have any questions or need to contact me, I can be reached at [insert contact information].

Thank you.

[Your Name and Email]