

Sample Letter to IRA Plan Provider

(Date)

(Name of Plan Provider)

(Address)

(City, State Zip)

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a qualified charitable distribution from my Individual Retirement Account: (insert account number).

Please issue a check in the amount of \$ _____ payable to **Three Square** - a 501(c)(3) charity, EIN 30-0396918 – to the following address:

Three Square
Attn: Accounting
4190 N. Pecos Rd.
Las Vegas, NV 89115

In your transmittal to the charity, please state my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention to have this transfer qualify during the _____ tax year.

If you have any question or concerns regarding this request, I can be reached at (Phone and email address).

Thank you for your prompt attention to an assistance with this matter.

Sincerely,
(Donor Name)