

SAMPLE REQUEST LETTER

**FROM IRA ACCOUNT OWNER (DONOR)
TO IRA ADMINISTRATOR
FOR CHARITABLE DISTRIBUTION FROM AN IRA**

Date

Dear Sir or Madam:

Please accept this letter as my request to make a direct, qualified charitable distribution from my Individual Retirement Arrangement # _____ as provided by The American Taxpayer Relief Act of 2012, Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please send me the appropriate documentation, as needed, to issue a check from my IRA account in the amount of \$ _____ directly payable to the U.S. Naval Academy Foundation. The check should be mailed directly to the address below:

**U.S. Naval Academy Foundation
Attn: Keisha Watkins
Office of Planned Giving
291 Wood Road, Beach Hall
Annapolis, MD 21402**

The federal tax ID number for the U.S. Naval Academy Foundation is 23-7003516.

In your transmittal of the IRA check to the Naval Academy Foundation, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal. Additionally, it is imperative this distribution be postmarked no later than December 31, 2013.

**If you have any questions or need to contact me, I can be reached at _____.
Thank you for your assistance in this matter.**

Sincerely,

(IRA Account Owner)

cc: Keisha Watkins