Sample Letter for your IRA Custodian

To: (Name of your financial institution that holds your IRA)

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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 #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please issue a check in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable to Children’s Home and Aid Society of Illinois (**FEIN Number:** 36-2167743).

Please send the check to:

Children’s Home & Aid

125 S. Wacker Suite 1400

Chicago, IL 60606

**Attention:** Mary Kozil, Major Gifts Officer **Phone:** (312) 424 - 6836

In your transmittal to Children’s Home & Aid, please record my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

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

Date \_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_