

{Date}
{IRA Company Name}
{Street Address}
{City, State, Zip}

RE: Request for charitable distribution from my Individual Retirement Account for 2022 Tax Year

Dear IRA Custodian:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, **Account #**{_____}, as authorized by Section 408(d)(8) of the Internal Revenue Code and the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$ {_____} payable to the following 501(c)(3) charitable organization at the following address:

Hanna Perkins School
19910 Malvern Road
Shaker Heights, OH 44122

In your transmittal to Hanna Perkins School dba Hanna Perkins Center for Child Development (**EIN: 34-1269765**), please communicate my name and address as the donor of record in connection with this transfer.

Also, please indicate that the designated purpose of the gift is: _____
{e.g. Unrestricted, Annual Fund, etc.}.

Please copy me on your transmittal. It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the **2022** tax year. This QCD will fulfill part or all of my Required Minimum Distribution for this year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2022.

If you have any questions or need to contact me, I can be reached at {_____}.

Thank you for your assistance and prompt attention to this matter.

Sincerely,

{Name}
{Home Street Address}
{City, State, Zip}