**Sample Letter from Donor to Plan Provider**

Name of Plan Provider

Address

City, State Zip

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as provided by the Protecting Americans from Tax Hikes Act of 2015. Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_payable to Allentown Symphony Association at the following address:

Allentown Symphony Association

23 North 6th Street,

Allentown, PA 18103

In your transmittal to The Allentown Symphony Association, please identify my name and address as the donor of record relating to this transfer, and copy me on your transmittal. It is my intention to have this transfer qualify during the 2017 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2017.

If you have any questions or concerns regarding this request, I can be reached at (\_\_\_\_telephone or email address­­­­\_\_\_). Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

Name of Donor