**Sample Request Letter from You to Your Administrator for a Charitable Distribution From Your IRA Account**

DATE

PLAN ADMINISTRATOR NAME

BROKERAGE NAMER

ADDRESS

City, ST ZIP

Re: **Request for Charitable Distribution from Individual Retirement Account**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Administrator):

As the owner of IRA account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that you handle for me, I would like you to transfer from this account the sum of $\_\_\_\_\_\_\_\_\_\_\_\_ to DACOR Bacon House Foundation located in Washington, DC.

The federal tax ID number for DACOR Bacon House Foundation is 52-6059096.

Distributions should be made payable to:

DACOR Bacon House Foundation

Attn: Development Department

1801 F Street, NW

Washington, DC 20006

Tax ID# 52-6059096

If necessary, you can reach the DACOR Bacon House Foundation’s development director, Jared Hughes by calling 202-682-0500, Extension 23 or by e-mail at jhughes@dacorbacon.org.

In your transmittal to DACOR Bacon House Foundation, please let DACOR Bacon House Foundation know of my name and address as the donor of this transfer. I would appreciate your copying me in on that correspondence. If you have any questions or need to contact me, I can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [telephone #]. Thank you for your assistance.

Sincerely,

[Plan Owner’s Signature]

**Sample Letter You Can Send to Let DACOR Bacon**

**House Foundation Know About a Forthcoming Charitable**

**Distribution from Your IRA Administrator**

DACOR Bacon House Foundation

Attention: Jared Hughes

Director of Development

1801 F Street, NW

Washington, DC 20006

Dear Jared,

I am pleased to let you know that I have requested that a charitable distribution from my Individual Retirement Account be transferred to DACOR Bacon House Foundation in the amount of $\_\_\_\_\_\_\_\_\_ .

When you receive this payment from my administrator, please send me a written acknowledgement stating the amount of my gift and that no goods or services were transferred to me by DACOR Bacon House Foundation.

If you have any questions or need to contact me, I can be reached at [telephone #].

Sincerely,

[Your name]

DONOR’S NAME

DONOR’S ADDRESS