***[Sample Letter]***

**Request from Donor for Direct Charitable Distribution from Individual Retirement Account**

*Date*

*Name of IRA Administrator*

*Address*

*City, State Postal Code*

RE: Request for Charitable Distribution from IRA

Dear *IRA Administrator*,

Please accept this letter as my request to make a direct qualified charitable distribution from my Individual Retirement Account (IRA), Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as provided in Section 408(d)(8) of the Internal Revenue Code of 1986, as amended. This distribution is intended to be an IRA Charitable Rollover, according to the 2015 PATH Act.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_, payable to Musical Bridges Around the World and mail it to:

 Musical Bridges Around the World

 Attn: Development

 23705 Frontage Road, Suite 101

 San Antonio, TX 78257

 The qualified charitable organization’s federal tax identification number is: 74-2891493

**Important:**

In your transmittal to the above-named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below.

If you have any questions or concerns regarding this request, please reach me at *[insert your telephone number and/or email address]*.

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

Sincerely,

*Name of Donor*

*Donor’s Address*

*City, State Postal Code*

*Donor’s Phone Number*