

SAMPLE LETTER

**Request Distribution from Traditional or Roth IRA for Charitable Purposes**

Date

IRA Plan Administrator

Address

ATTN: IRA Plan Administrator

Re: Request for Distribution from Individual Retirement Account

Dear \_\_\_\_\_:

Please accept this letter of instruction as authorization to make a direct tax-free distribution from my Individual Retirement Account No. [\_\_\_\_\_] for charitable purposes as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of \$\_\_\_\_\_ payable to KQED Inc., Federal ID No. 94-1241309, at the following address:

KQED Inc.  
2601 Mariposa Street  
San Francisco, CA 94110  
Attn.: Development

[Use this sentence if making your gift in November or later: "It is my intention to have this transfer qualify for exclusion during the 2024 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2024."]

In your transmittal to KQED, please reference my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If there are any questions concerning this distribution, I can be reached at [telephone number] or [email address]. Thank you for your assistance in this matter.

Sincerely,

[Name of IRA holder]

cc: [KQED contact person]