**IRA Distribution Letter Template**

This one-page letter is pre-filled with the information you need to make a distribution to Bay Area Association of Kidney Patients. Simply add your information, print the letter, and mail to your retirement account provider. Please delete these instructions before printing the letter.

**[Date]**  
RE: Request for Direct Qualified 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 number **[insert number here]** as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of $**[amount]**, payable to Bay Area Association of Kidney Patients and mail it to:

Bay Area Association of Kidney Patients

c/o Inquiring Systems Inc.  
887 Sonoma Ave, #23  
Santa Rosa, CA 95404

The qualified charitable organization’s federal tax identification number is: 94-2524840

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.

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during this tax year.

If you have any questions or concerns regarding this request, I can be reached at **[Your Phone Number]** or **[Your Email Address]**.

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

Sincerely,

**[Your First and Last Name]**  
**[Your Address]**  
**[Your City, State ZIP]**  
**[Your Phone Number]**