



Sample Request Letter from Plan Owner to Administrator for a Charitable Distribution from an IRA

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

As the owner of IRA account # _____ that is in the custody of your organization, I request that you transfer from that account the sum of \$_____ to the Coastal Conservation League located in Charleston, SC as a rollover directly from an IRA to a qualified public charity.

The federal tax ID number for the Coastal Conservation League is 57-0887278.

Distributions should be made payable to:

Coastal Conservation League
131 Spring Street
Charleston, SC 29403
Tax ID# 57-0887278

You can reach the Coastal Conservation League's development department by calling 843-723-8035. In your transmittal to the Coastal Conservation League, please provide my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at _____ [telephone number or email address]. Thank you for your assistance in this matter.

Sincerely,

[Plan owner]