

**Sample letter from Donor to IRA Administrator:**

Sample Letter from Donor to Plan Administrator Requesting Charitable Distribution from IRA to Ojai Festivals Ltd.

Date

Donor Name  
Donor Address

Plan Administrator Name  
Plan Administrator Address

RE: Request for Charitable Distribution from IRA # \_\_\_\_\_ in the name of  
\_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as provided by the Trade Facilitation and Trade Enforcement Act of 2015.

Please issue a check in the amount of \$ \_\_\_\_\_ (not to exceed \$100,000) payable to "Ojai Festivals, Ltd." and mail it directly to the following address:

Ojai Music Festival, P.O. Box 185, Ojai, CA 93024 Attention: Anna Wagner, Development Director

It is my intention to have this transfer qualify for exclusion with respect to the 20\_\_\_\_ tax year.

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

Sincerely,

Donor Name