



**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:

Current policy permits a rollover directly from an IRA to a qualified public charity. As the current owner of IRA Account # _____ that is in the custody of your organization, I request that you transfer from that account the sum of \$_____ to Delaware Nature Society located at: P.O. Box 700, Hockessin, DE 19707. The federal tax ID # for Delaware Nature Society is: 51-6018321.

Distributions should be made payable to:

Delaware Nature Society

Attn: Director of Development

P.O. Box 700

Hockessin, DE 19707

Tax ID# : 51-6018321

You can reach Delaware Nature Society's Development Department by calling: Joanne McGeoch, Director of Development, 302-239-2334 x 103, or by email, JMcGeoch@DelNature.org. In your transmittal to Delaware Nature Society, please memorialize 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 _____.

Thank you for your assistance in this matter.

Sincerely,

{Plan Owner}