* **Mail or email the letter below to request a direct Qualified Charitable Distribution from an Individual Retirement Account.**
* **Replace all *italicized words* with your personal information.**

***[Date]***

***[Name of IRA administrator***

***Address***

***City, State ZIP]***

RE: Request for Qualified Charitable Distribution from my 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 provided for by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended for the 2015 calendar year.

I wish the amount to be my whole Required Minimum Distribution for 2015 or $\_\_\_\_\_\_\_\_\_\_\_\_. Please direct my gift to:

**Ariona Lutheran Academy**

**6036 S 27th Ave**

**Phoenix, AZ 85041**

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

**Arizona Lutheran Academy Federation Tax ID #86-0340614**

In your transmittal to the above named charitable organization, please memorialize my name and address as the donor of record for 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 imperative that this distribution be postmarked no later than Dec. 31, 2015.

If you have any questions or concerns regarding this request, I can be reached using the contact information below. Thank you for your prompt attention to and assistance in this matter.

Sincerely,

***Name of donor***

***Donor’s address***

***City, State ZIP***

***Donor’s phone number***

***Donor’s email address***