**Donor Name**

**Address**

**City, State Zip**

# Date

Financial Institution

Institution Address

Re: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

Please issue a check in the amount of $ \_\_\_\_\_\_\_\_\_\_\_ payable to the charitable organization at the address below:

St. Francis House, Inc.

Attn: Janelle Coleman, Director of the Annual Fund

PO Box 120499

Boston, MA 02112-0499

In your transmittal to the charity, **please indicate my name and address as the donor of record and copy me on your correspondence in connection with this transfer.** It is my intention to have this transfer qualify for exclusion during the XXXX tax year.

St. Francis House’s Employer Identification Number (EIN) is: **22-2519129.**

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_\_\_\_\_.

Thank you for your assistance.

Sincerely,

Donor Name