[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 Outer Cape Health Services at the address below:

Outer Cape Health Services

Attn: Development

PO Box 598

Harwich Port, MA 02646

In your transmittal to Outer Cape Health Services, **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 this tax year. Outer Cape Health Services’ Employer Identification Number (EIN) is **04-2509828.**

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

Thank you for your assistance in this matter.

Sincerely,

[Donor Name]