

**Sample Letter from Donor Informing  
Uniondale Neighborhood Center of Charitable Distribution from IRA**

[Donor Name]

[Donor Address]

[Date]

Uniondale Neighborhood Center, Inc.  
800 Jerusalem Avenue  
P O Box 53  
Uniondale, NY 11553-0053

Dear Sir/Madam:

I have written to my IRA custody agent, \_\_\_\_\_,  
to request a distribution of \$\_\_\_\_\_ directly to Uniondale Neighborhood Center, Inc., as a  
charitable gift, for the support of Uniondale Neighborhood Center/[purpose].

I would appreciate a written confirmation when you have received the funds. I understand that I will not  
receive a federal income tax deduction for making this gift.

Thank you for your attention to this matter. If you have any questions, please contact me at [phone  
number] or [email address].

Sincerely,

[Donor Name]