

**Sample Letter from Donor to Plan Administrator Requesting
Charitable Distribution from IRA to Uniondale Neighborhood Center, Inc.**

Donor Name
Donor Address

Date

Plan Administrator Name
Plan Administrator Address

RE: Request for Charitable Distribution from IRA # _____ in the name of

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by the Trade Facilitation and Trade Enforcement Act of 2015.

Please issue a check in the amount of \$ _____ (not to exceed \$100,000) payable to "Uniondale Neighborhood Center, Inc." and mail it directly to the following address:

John J. Byrne Community Center | UNIONDALE
800 Jerusalem Avenue
P O Box 53
Uniondale, NY 11553-0053

In your transmittal to UNC, please give my name and address as the donor of record in connection with this transfer, and indicate that the check is for the benefit of Uniondale Neighborhood Center, Inc. Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion with respect to the 20 ____ tax year.

If you have any questions or need to contact me, I can be reached at [phone] or [email]. Thank you for your assistance in this matter.

Sincerely,

Donor Name