**Sample Request Letter from IRA Account Owner (Donor) to Donor’s IRA Administrator for Charitable Distribution from Donor’s IRA to Modcon Living.**

[Date]

[Administrator Contact Name and address]

RE: 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 Modcon Living (Federal Tax Identification (EIN) #31-1317238), and forward the check directly to the address below:

**Modcon Living**

**Attn: Amy Flynn**

**3840 E. 5th Ave.**

**Columbus, OH 43219**

**In your transmittal to Modcon Living, please recognize my name and address as the donor of record in connection with this transfer.** Please also copy me on your transmittal communication. It is my intention to have this transfer qualify for income tax exclusion during the current tax year; therefore, this distribution must be postmarked no later than December 31st.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Your name, address, and telephone number]

cc: Amy Flynn

Executive Director, Modcon Living