

[Your Name]
[Your Address]

[Date]

[Name of IRA administrator]
[IRA Administrator Address]

RE: Request for a Qualified Charitable Distribution or Charitable Rollover from IRA

Dear IRA administrator:

Please accept this letter as my request to make a qualified charitable distribution, also known as a charitable rollover, from my Individual Retirement Account # [_____] as provided in The Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$[_____] payable to The Preservation League of New York State and mail it to:

Preservation League of NYS
44 Central Avenue
Albany, NY 12206

Please include my name and address as the donor.

If you have any questions or need to contact me, I can be reached at [insert your contact information & email address here].

Sincerely,
Your Signature