

Sample Request Letter from Donor to Administrator for a Charitable Distribution from an IRA

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 in the amount of \$ _____ from my Individual Retirement Account # _____.

This distribution should be made payable to The Foundation for Economic Education, tax identification number 13-6006960.

Checks may be sent to:

Foundation for Economic Education
Attention: Carl Oberg, Director of Finance
1819 Peachtree Road NE, Suite 300
Atlanta, GA 30309

Funds may be wire-transferred as follows:

Account Name: Foundation for Economic Education, Inc.
Bank: BB&T
Routing #: 5246768139
Account #: 061113415

My contact at the Foundation for Economic Education is Carl Oberg, Director of Finance, who can be reached by calling (571) 214-1179 or emailing COberg@FEE.org.

In your transmittal to the Foundation for Economic Education, please memorialize my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal. If you have any questions or need to contact me, I can be reached by calling (____) _____ - _____ or emailing _____@_____.

Thank you for your assistance in this matter.

Sincerely,