Request from IRA Owner to IRA Administrator

for Qualified Charitable Distribution from IRA

TO: [IRA Administrator]

[Address]

[City, State, ZIP Code]

RE: Request for Charitable Distribution from Individual Retirement Account

Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from the account referenced above, as provided by Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_ [not to exceed $100,000] payable to Freestore Foodbank. Please mail the check directly to this organization at the following address:

Freestore Foodbank  
Attn: Libby Coletta

1141 Central Parkway  
Cincinnati, OH 45202

In your transmittal to Freestore Foodbank, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. I also give permission for you to inform Freestore Foodbank of this gift.

It is my intention to have this transfer qualify for exclusion from taxable income during the 20\_\_ tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 20\_\_.

If you have any questions or need to contact me, I can be reached at [telephone].

Thank you for your assistance in this matter.

Sincerely,

[Plan Owner]

[Plan Owner Address]