

## Sample Letter from Donor to Plan Provider

[Name of Plan Provider  
Address  
City, State Zip]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a charitable contribution by way of a Qualified Charitable Distribution from my Individual Retirement Account number [insert account number] as provided by the *Protecting Americans from Tax Hikes Act of 2015*. Please issue a check in the amount of \$\_\_\_\_\_ payable to The Trustees of the University of Pennsylvania at the following address:

The Penn Fund  
University of Pennsylvania  
Suite 300  
2929 Walnut Street  
Philadelphia, PA 19104-5099

In your transmittal to The University of Pennsylvania, please memorialize my name and address as the donor of record in connection with this transfer and copy me on your transmittal. It is my intention that this transaction meet the requirements of a Qualified Charitable Distribution during the 2023 tax year. Therefore, it is imperative that this distribution be completed no later than December 31, 2023.

If you have any questions or concerns regarding this request, I can be reached at [insert telephone or e-mail address]. Thank you for your prompt attention to this matter.

Sincerely yours,

[Name of Donor]