

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Administrator Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State Zip*

**RE: Request for a Qualified Charitable Distribution from Individual Retirement Account**

Dear Sir or Madam:

Please accept this letter as my request and authorization for you to make a qualified charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as provided by Sec. 408(d)(8) of the Internal Revenue Code. Please issue a check in the amount of \$ \_\_\_\_\_ payable to "Friends & Foundation of the Rochester Public Library" and send the check to: **Friends & Foundation of the Rochester Public Library, 115 South Ave., Rochester NY 14604**

In your transmittal to Friends & Foundation of the Rochester Public Library, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. For your reference, the federal tax identification number for Friends & Foundation of the Rochester Public Library is 16-1347453.

It is my intention that this transfer qualify for exclusion from income during this tax year. Therefore, it is imperative this distribution be completed no later than December 31.

Thank you for your prompt assistance with this gift. If you have any questions please call me.

Sincerely,

\_\_\_\_\_  
*Signature of IRA Owner*

\_\_\_\_\_  
*IRA Owner Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State Zip*

\_\_\_\_\_  
*Telephone Number*