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## Sample Request Letter from Plan Owner to Administrator for a Qualified Charitable Distribution from an IRA

Re: Request for Qualified 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 # \_\_\_\_\_ as provided by the Internal Revenue Code, Section 208, regarding qualified gifts from Individual Retirement Accounts (IRA).

Distributions should be made payable to:

**Continuum of Care, Inc., 109 Legion Avenue, New Haven, CT 06519, taxpayer ID 06-0836524.**

My contact at Continuum is Deborah Cox, who can be reached by calling 203-562-2264 x236.

In your transmittal to Continuum of Care, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Sincerely,

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Signature

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Name