

Sample Letter

Request from You (IRA Plan Owner) to IRA Administrator for Charitable Distribution

[Date]

[IRA Administrator Name]

[IRA Administrator Address]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account (IRA)
Account Number: _____

Dear _____:

Please transfer \$_____ [not to exceed \$100,000] from my IRA to Fred Hutchinson Cancer Research Center. I would like Fred Hutchinson Cancer Research Center to use the funds for [its greatest need OR the following purpose: _____]. [Please note: if you are interested in supporting a specific project, program or area of research, it is best to discuss your plans with Fred Hutch planned giving professionals before completing your paperwork to confirm Fred Hutch can carry out your wishes.] Mail the check and any fund or purpose designation instructions to:

Fred Hutchinson Cancer Research Center
Attn: Ms. Jessica Belanger, Planned Giving
1100 Fairview Ave. N.
Mail Stop J5-200
Seattle, WA 98109

Fred Hutchinson Cancer Research Center's tax identification number is 23-7156071.

Please include my name and address (below) as the donor of record in connection with this distribution. Please send me a copy of your correspondence.

It is my intention that this gift qualify as an IRA Charitable Rollover gift for the 20__ tax year. Therefore, it is imperative that these funds be transferred directly to Fred Hutchinson Cancer Research Center from my IRA and be postmarked no later than December 31, 20__. Before transferring the funds, please notify Jessica Belanger at 206.667.3396 or at jbelange@fredhutch.org.

If you have any questions or need to contact me, I can be reached at _____ [provide your telephone number or email address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]