*Sample Request from Plan Owner to Administrator for Charitable Distribution from Individual Retirement Account*

[Date]

Name of IRA Administrator Address

City, State ZIP

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

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (Account Number) as provided by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $ payable to the organization at address below: University of Florida Foundation, Inc.

2012 West University Avenue

PO Box 14425

Gainesville, FL 32604-2425

ATTN: John E. Knight, Senior Legal Counsel

In your transmittal to the above named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below.

It is my intention that this gift complies with the IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2018 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2018.

If you have any questions regarding this request, I can be reached at [insert your telephone number and/or email address].

Thank you for your prompt attention to and assistance in this matter. Sincerely,

Name of Donor Donor’s Address City, State ZIP

Donor’s Phone Number