
Date

IRA custodian / provider name

Custodian address line 1

Custodian city, state, ZIP

RE: Request for Direct Qualified Charitable Distribution from IRA

Dear IRA administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number _____ as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of \$_____, payable to Convoy of Hope, and mail it to:

Convoy of Hope
1 Convoy Drive
Springfield, Missouri 65802

The qualified charitable organization's federal tax identification number is: 68-0051386

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 IRC 408(d)(8). It is also my intention to have this transfer qualify during this tax year.

If you have any questions or concerns regarding this request, I can be reached at _____ or _____.

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

Sincerely,

Signature

Your first and last name

Your street address

Your city, state, ZIP