

Sample Letter to IRA Administrator

Date

Financial Institution Name

Address

City, State ZIP

Re: Request for charitable distribution from *[insert donor's name]* individual retirement account

Dear Sir or Madam:

Please make a direct charitable distribution of \$ *[insert dollar amount]* from my IRA account number *[insert account number]* made payable to "Friends of Holly Hill Farm" (Tax ID: 01-0598057). This gift is made free of tax, as provided in H.R. 2029: Division Q – Protecting Americans from Tax Hikes Act of 2015.

The check should be mailed to:

Friends of Holly Hill Farm
Attn: Donor Relations & Meredith Laban
Holly Hill Farm
236 Jerusalem Road
Cohasset, MA 02025

It is my intention to have this transfer qualify for the ___ tax year. Therefore, it is imperative this distribution be made no later than Dec. 31, ___. Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with the Friends of Holly Hill Farm.

Please contact Donor Relations or Meredith Laban, Executive Director of Holly Hill Farm, if you need any additional information. They can be reached at 781-383-6565 or meredith@hollyhillfarm.org. If you have any questions for me, please contact me at *[insert phone number]*.

Sincerely,

Name of Donor

Address

City, State, Zip