(IRA Company Name and Address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RE: Request for charitable distribution from my Individual Retirement Account**

**for the 2021 Tax Year**

Dear <<IRA Custodian>>:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as authorized by Section 408(d)(8) of the Internal Revenue Code and the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable to the Center for Coastal Studies at the address:

5 Holway Ave.

Provincetown, MA 02657

In your transmittal to the above-named organization, please communicate my name and address as the donor of record in connection with this transfer. Also, please indicate that the purpose of the gift is for general charitable purposes without restriction. Please copy me on your transmittal.

It is my intention to have this transfer be a Qualified Charitable Distribution (QCD) that will qualify for exclusion from my taxable income during the 2021 tax year. This QCD will fulfill (part or all) of my Required Minimum Distribution for this year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2021.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you for your assistance and prompt attention to this matter.

Sincerely,

(Signature)

(Home Address)

(City, State, Zip Code)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Plan Owner