

Sample Letter to Your IRA Administrator

Date: _____

To: _____ (your IRA Administrator)

Re: Request for Charitable Distribution from Individual Retirement Account

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____, as provided by the Pension Protection Act.

Please issue a check in the amount of \$_____ payable to "California Pacific Medical Center." The tax ID number is 94-0562680. Please send the check to:

California Pacific Medical Center
c/o California Pacific Medical Center Foundation
Attn: Barbara Lowe
P.O. Box 7999
San Francisco, CA 94120-7999

In your transmittal, please inform California Pacific Medical Center of my name and address as the donor of record in connection with this transfer. Please send me a copy of your transmittal letter.

It is my intention to have this transfer qualify for exclusion during the current tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31.

If you have any questions or need to contact me, call me at _____.

Thank you for your assistance in this matter.

Sincerely,

_____ (signature)

Donor/Plan Owner
(Address)