

Sample Letter to Your IRA Administrator

[*date*]

[*IRA administrator's name & address*]

RE: Request for Charitable Distribution from Individual Retirement Account

Please accept this letter as my direction to make a charitable distribution directly from my Individual Retirement Account [# *account*].

Please issue a check in the amount of [\$ *dollars*] payable to California Pacific Medical Center Foundation. The Tax ID number for the Foundation is 94-2728423. Please send the check to:

W. Gary Ogburn, J.D.
Director of Gift Planning
CPMC Foundation
2015 Steiner Street, 2nd Floor
San Francisco, CA 94115

In your transmittal, please inform the Foundation of my name and address as the donor of record in connection with this gift. Please send me a copy of the transmittal letter/notice.

It is my intention to have this gift made during the current tax year, so it is imperative that this distribution be postmarked no later than December 31, 2011. If you have any questions or need to contact me, please call [*phone number*].

Thank you for your assistance in this matter.

Sincerely,

[*signature*]
Donor/Plan Owner

[*address*]