

Letter to IRA Administrators for 2018 Gifts

Date:

Institution Name

Address

City, State, Zip

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

To Whom It May Concern: Please make a direct charitable distribution of \$ [insert dollar amount] from my IRA account number [insert account number] made payable to "Cokesbury United Methodist Church" (Tax ID: 59-0977062) to satisfy part or all of my required minimum distribution.

The check should be mailed to:

Cokesbury UMC

5725 N. 9th Avenue

Pensacola, FL 32504

Attn: IRA Gift Administration

It is my intention to have this transfer qualify for the 2018 tax year. Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with Cokesbury UMC. Please contact Mina Colon at 850-476-5818 if you need any additional information from the University. If you have any questions for me, please contact me at [insert phone number].

Sincerely,

Name of Donor

Address

City, State,