

**Sample Request Letter from Plan Owner to Administrator for a Qualified Charitable Distribution from an IRA**

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution in the amount of \$ \_\_\_\_\_ from my Individual Retirement Account # \_\_\_\_\_ as provided by the Internal Revenue Code, Section 208, regarding qualified gifts from Individual Retirement Accounts (IRA).

Distributions should be made payable to:  
**NAMI (National Alliance on Mental Illness), 4301 Wilson Blvd., Suite 300,  
Arlington, VA 22203, taxpayer ID 43-1201653.**

My contact at NAMI is Amy Hutchinson, who can be reached by calling 703-524-7600 or by e-mail at [ahutchinson@nami.org](mailto:ahutchinson@nami.org).

In your transmittal to NAMI, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



NAMI • 4301 Wilson Blvd., Suite 300 Arlington, VA 22203  
(703) 524-7600 • [www.nami.org](http://www.nami.org)