

SAMPLE LETTER TO IRA ADMINISTRATOR (for Qualified Charitable Distribution)

TO: IRA Trustee/Administrator

(Custody Agent)

(Address)

Re: Request for Charitable Distribution from Individual Retirement Account

_____ in the name of _____

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by The Trade Facilitation and Trade Enforcement Act of 2015.

Please issue a check in the amount of \$ _____ (not to exceed \$100,000) payable to "Los Angeles Opera Company" and mail it to the following address:

Los Angeles Opera Company
135 N. Grand Ave.
Los Angeles, CA 90012
Attn: Development Dept.--IRA

In your transmittal to Los Angeles Opera Company please include my name and address as the donor of record for this transfer and provide me with a copy of your correspondence with Los Angeles Opera Company, whose tax identification number is 95-2096402.

It is my intention to have this transfer qualify for exclusion with respect to the 20__ tax year. For that reason, the distribution must be made by December 31 of this same year.

If you have any questions or need to contact me, I can be reached at () _____
_____.

Thank you for your assistance in this matter.

Sincerely,

(Plan Owner Name)

(Date)

(Plan Owner Address)