

**Sample Request Letter from Donor to Administrator for a
Charitable Distribution from an IRA**

Re: Request for 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 # _____.

This distribution should be made payable to North Country HealthCare, EIN 86-0663432 as follows:

Checks may be sent to:

North Country HealthCare
PO Box 3630
Flagstaff, AZ 86003
Attention: Elise Thompson

Funds may be wire-transferred as follows:

Account Name: North Country HealthCare
Bank: Chase Bank
Routing Number: 122100024
Account Number: 711974337

My contact at North Country HealthCare is Elise Thompson, who can be reached by calling (928) 522-9507 or by e-mail at ethompson@nchcaz.org.

In your transmittal to North Country HealthCare, please memorialize my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal. If you have any questions or need to contact me, I can be reached at _____ [telephone #].

Thank you for your assistance in this matter.

Sincerely,
[Plan owner]