

DATE

*[IRA Administrator]*  
*[Address]*

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as provided in The Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to The Music Center and mail it to:

The Music Center  
Attn: Dasha Thomas, Advancement Department  
135 N. Grand Avenue  
Los Angeles, CA 90012

The Music Center's tax identification number is 95-2217011.

In your transmittal to The Music Center, please include my name and address as the donor of record in connection with this gift transfer. I designate this gift to/for:

\_\_\_\_\_.

It is my intention that the above listed gift be treated as a qualified charitable distribution ("QCD") and that the same be used to satisfy, in whole or in part, my Required Minimum Distribution (RMD) in 2018.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

*Include your name and address*