IRA Distribution Letter Template

This one-page letter is pre-filled with the information you need to make a distribution to the YMCA of Delaware. Simply add your personal details, print the letter, and mail it to your retirement account provider. Please delete these instructions before printing the letter.

[Insert Retirement Account Provider Address Here]

[Insert Today’s Date]

RE: Request for Direct Qualified Charitable Distribution from IRA

Dear IRA Administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my Individual Retirement Account, account number [insert number here], as authorized under Section 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of $[amount], payable to the Young Men's Christian Association of Delaware.

**Mailing Address:**

YMCA of Delaware  
Association Resource Center

100 W. 10th Street, Suite 1100  
Wilmington, DE 19801

The YMCA of Delaware is a qualified charitable organization. Its Federal Tax Identification Number is 51-0065748.

In your transmittal to the organization, please include my name and address as the donor of record in connection with this transfer, and send me a copy for my records at the address listed below.

It is my intention that this distribution qualifies as a QCD in accordance with IRC Section 408(d)(8) for the current tax year.

If you have any questions regarding this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your First and Last Name]

[Your Address]

[Your City, State ZIP]

[Your Phone Number]