SAMPLE LETTER

**Request Distribution from Traditional or Roth IRA for Charitable Purposes**

Date

Address of IRA Administrator

Dear Sir or Madam:

Please accept this letter as authorization to make a tax-free charitable distribution from my Individual Retirement Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A distribution in the amount of $\_\_\_\_\_\_\_\_\_ shall be made to **Family House, Inc.** (EIN 94-2722663)

and sent to:

Family House, Inc.

Attention: Michele Martinez Reese

540 Mission Bay Blvd North

San Francisco, CA 94158

Please include my name and address with the distribution for acknowledgment purposes and

please copy me on your transmittal.

If there are any questions concerning this distribution, please do not hesitate to call me at

(xxx) xxx-xxxx.

Sincerely yours,

(Signature of IRA owner)

cc: Family House, Development Department