

[Date]

[Name of 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 Sigma Chi Foundation and mail it to:

Sigma Chi Foundation  
1714 Hinman Avenue  
Evanston, Illinois 60201

Sigma Chi Foundation's tax identification number is 36-2208386.

In your transmittal to Sigma Chi Foundation, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the 2019 tax year. Therefore, it is imperative that this distribution be delivered to Sigma Chi Foundation no later than December 31, 2019.

If you have any questions or concerns regarding this request, I can be reached at [phone and email address].

Thank you for your prompt attention and assistance.

Sincerely,

[Signature]

[Name]

[Address]