**IRA Distribution Letter Template**

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



**[XX/XX/XXX – Date of Request]**

**[Retirement Account Provider Name]**

**[Retirement Account Provider Address]**

**[Retirement Account Provider City, State ZIP]**

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 number **[insert number here]** as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of $**[amount]**, payable to the Committee on Temporary Shelter and mail it to:

COTS

PO Box 1616

Burlington, VT 05402

The qualified charitable organization’s legal name is: Committee on Temporary Shelter

The qualified charitable organization’s federal tax identification number is: 03-0285606

Please include my name and address as the donor of record in connection with this transfer, so the charitable organization receives my details with this gift. Please copy me on this distribution at the address below.

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during this tax year.

If you have any questions regarding this request, I can be reached at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your assistance with this request.

Sincerely,

**[Your First and Last Name]**  
**[Your Address]**

**[Your City, State ZIP]**