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 number _____ as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of $_____ payable to Helen Woodward Animal **Center** and mail it to:

Helen Woodward Animal Center
P.O. Box 64, Rancho Santa Fe, CA 92067
Atten: Development

Helen Woodward Animal Center's federal tax identification number is: **23-7228287**

In your transmittal to the above-named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer, and copy me on the transmittal 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 or concerns regarding this request, I can be reached at

_____ or _____.
Phone Number *Email Address*

Thank you for your prompt attention to and assistance in this matter.

Sincerely,

First & Last Name: _____

Street Address: _____

City, State, & Zip Code: _____