**Sample 2022 request from Plan Owner to IRA Plan Administrator**

*authorizing charitable distribution to FNFSR from Individual Retirement Account*

**RE:** Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (*Account Number*).

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_ payable to the organization at address below:

**Friends of the North Fork of the Shenandoah River (FNFSR)**

**Attn: David Brotman**

**P.O. Box 746**

**Woodstock, VA 22664**

FNFSR’s Federal Tax ID is 54-1457869.

In order to qualify for 2022 treatment, it is essential that this distribution be received by Friends of the North Fork no later than December 31, 2022.

In your transmittal to Friends of the North Fork, please give my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If you have any questions or need to contact me, I can be reached at (telephone) and (email address). You can also reach David Brotman, FNFSR Executive Director, by telephone at 540-459-8550 or by e-mail at david.brotman@fnfsr.org.

Thank you for your prompt assistance in this matter.

Sincerely,

(Plan Owner)

(Home Address)

cc: David Brotman, Friends of the North Fork, P.O. Box 746 Woodstock, VA, 22664