

**Sample Request from Plan Owner to Administrator 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 number \_\_\_\_\_.

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

Barbara Ann Karmanos Cancer Institute  
4100 John R  
Mailcode LA04DS  
Detroit, MI 48201

Karmanos Cancer Institute's Tax ID number is 38-1613280.

In your transmittal to the Karmanos Cancer Institute, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

**It is my intention to have this transfer qualify for exclusion during the 2024 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2024.**

Thank you for your assistance in this matter.

Sincerely,

(plan owner)

(address)