



SUPPORT + PREVENTION + ACCEPTANCE + RECOVERY + KNOWLEDGE

Sample Letter from IRA Account Owner to IRA Administrator requesting a Charitable Distribution be made from an Individual Retirement Account:

_____ (Date)

_____ (IRA Administrator Name)

_____ (Street Address)

_____ (City, State and Zip code)

RE: Request for Charitable Distribution from Individual Retirement Account

Dear _____:

I am requesting a direct charitable distribution from my Individual Retirement Account # _____ as provided by The Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ _____ payable to the **weSPARK Cancer Support Center** and mail to the following address:

weSPARK Cancer Support Center

Attn: Marlene McGuirt
13520 Ventura Boulevard
Sherman Oaks, CA 91423
Phone: 818/906-3022
website: www.wespark.org

Send the check directly to the **weSPARK Cancer Support Center** at the above address. Please include my name on the check or with accompanying correspondence, and send me a copy of the transfer for my records.

Questions for weSPARK Cancer Support Center should be directed to Leela Woods, Controller, at 818/906-3022 or Leela@wespark.org.
weSPARK's EIN #: 95-4785462.

You may contact me at ____/____-_____ if you have any questions. Thank you for your assistance.

Sincerely,

_____ (Your Signature)

_____ (Your Printed Name)

_____ (Your street address)

_____ (Your City, State and Zip code)