

**Request to Administrator for a
Charitable Distribution from Individual Retirement Account**

Date _____

Donor Name _____

Address _____

City, State Zip _____

IRA Plan Administrator _____

Address _____

City, State Zip _____

RE: Request for 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 # _____ as provided by by Sec. 408(d)(8) of the Internal Revenue Code 1986, as amended.

Please issue a check in the amount of \$ _____ (not to exceed \$100,000) payable to the organization at the address below:

**Woods Hole Oceanographic Institution
Office of Development
Fenno House – MS 40
Woods Hole, MA 02543**

In your transmittal to Woods Hole Oceanographic Institution, please note 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 number].

Thank you for your assistance in this matter.

Sincerely,

(Donor Signature)