

Sample Letter for IRA Administrator

This letter can be customized and provided to your IRA administrator to request a Qualified Charitable Distribution (QCD) to the Florida Wildlife Federation.

[Date]

To: [IRA Administrator Name]

I am writing to request a direct Qualified Charitable Distribution from my Individual Retirement Account (IRA) to the Florida Wildlife Federation. Please accept this letter as my authorization to make the distribution as described below:

- Donor Name: _____
- Address: _____
- City, State, ZIP: _____
- Phone/Email: _____
- IRA Account Number: _____
- Amount to Distribute: \$_____

Please issue a check payable to:

Florida Wildlife Federation
PO Box 6870
Tallahassee, FL 32314

Tax ID (EIN): 59-1398265

It is my intention to have this gift qualify as a Qualified Charitable Distribution (QCD). Therefore, please ensure that the check is issued directly to the Florida Wildlife Federation and not to me personally.

Thank you for your assistance in processing this charitable gift.

Sincerely,

Signature of IRA Owner