

SAMPLE REQUEST LETTER
FOR A CHARITABLE DISTRIBUTION
FROM AN IRA PLAN ADMINISTRATOR

November 6, 2009

Dear Plan Administrator:

RE: Request for Charitable Distribution from my IRA

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (_____), payable to Northridge Hospital Medical Center, Tax I.D. No. 87-0692258 and mail check to the following address:

Northridge Hospital Medical Center
Attention: Brian P. Hammel
18300 Roscoe Boulevard
Northridge, CA 91328

In your transmittal to the charity, please provide 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 2009 tax year. Therefore, it is imperative this distribution is postmarked no later than December 31, 2009.

If you have any questions or need to contact me, I can be reached at () _____ .

Sincerely,

Donor