



COMMUNITY Partners *in* Action®

IRA Sample Letter

To IRA Administrator:

Account Owner

Address

City, State Zip

Dear Sir or Madam,

Please accept this letter as my request to make a direct charitable distribution from my individual retirement account (IRA), Account # _____. This distribution is intended to be an IRA charitable rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue check in the amount of \$_____ payable to Community Partners in Action, Inc. and send check to the following address:

Community Partners in Action, Inc.
110 Bartholomew Ave., Suite 3010
Hartford, CT 06106
Attn: Fiscal Office
OR
donations@cpa-ct.org

Community Partners in Action, Inc. tax ID number is 06-0646592, and is a qualified charitable recipient for this transfer. Please issue a check in a timely manner to qualify as a qualified distribution during the 20_____ tax year.

Important: *In your transmittal to Community Partners in Action, Inc., please indicate my name and address as the donor of record in connection with this transfer, and please copy me in your transmittal.*

If you have any questions, I can be reached at _____. Thank you for your assistance in this matter.

Please include a copy of this form to Community Partners in Action, Inc. to assist with processing.

Sincerely,
