|  |  |  |
| --- | --- | --- |
|  |  |  |
| *[Financial Institution Name]* |  | *[Address]* |
|  |  |  |
|  |  | *[City, State, Zip]* |

|  |  |  |
| --- | --- | --- |
| Re: Request for charitable distribution from |  | individual retirement account |
|  | *[Insert donor’s name]* |  |

To Whom It May Concern:

|  |  |  |  |
| --- | --- | --- | --- |
| Please make a direct charitable distribution of $ | |  | from my IRA account number |
|  | | *[Insert dollar amount]* |  |
|  | made payable to the Cambridge Public Library Foundation | | |
| *[Insert account number]* |  | | |
| (Tax ID: 47-5391781) free of tax as provided by current tax legislation. | | |  |

The check should be mailed to:

Marta Lee-Periard Director

The Cambridge Public Library Foundation

449 Broadway

Cambridge, MA 02138

It is my intention to have this transfer qualify for the current tax year. Therefore, it is imperative this distribution be postmarked no later than December 31. **Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with the Cambridge Public Library Foundation**.

Please contact Marta Lee-Periard, Foundation Director, if you need any additional information. She can be reached at 650-421-1980‬ or marta@cplfound.org. If you have any questions for me, please contact me at

|  |
| --- |
|  |
| *[insert phone number]* |

Sincerely,

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *[Name of Donor]* |  | *[Address]* |
|  |  |  |
|  |  | *[City, State, Zip]* |