



nami

National Alliance on Mental Illness

Greater Los Angeles County

Sample Request Letter from Plan Owner to Administrator for a Qualified Charitable Distribution from an IRA

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution in the amount of \$_____ from my Individual Retirement Account # _____ as provided by the Internal Revenue Code, Section 208, regarding qualified gifts from Individual Retirement Accounts (IRA).

Distributions should be made payable to:

NAMI (National Alliance on Mental Illness) Greater Los Angeles County (GLAC)

515 S. Flower St., Suite 1963

Los Angeles, CA 90071-1600

Our Identification Number (EIN) is 95-4049720.

My contact at NAMI is Liz Jackson, who can be reached by calling 213-340-2034 or by e-mail at ljackson@namiglac.org.

In your transmittal to NAMI, please memorialize 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 _____.

Sincerely,

Signature

Name