



## Transfer Instructions for an IRA Charitable Rollover

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

Name of IRA administrator  
Address  
City, State ZIP

RE: Request for direct charitable distribution from an individual retirement account

Dear IRA administrator:

As the owner of IRA account # \_\_\_\_\_ that is in the custody of your organization, I request that you transfer from that account the sum of \$ \_\_\_\_\_ to Chamber Music Charleston (a 501(c)3 nonprofit arts organization, not a donor advised fund or supporting organization). The federal tax ID number for Chamber Music Charleston is 06-1778633.

Distributions should be made payable to:

Chamber Music Charleston  
PO Box 80072  
Charleston, SC 29416  
Tax ID#: 06-1778633

You can reach Chamber Music Charleston by calling (843)763-4941, or by email at [sandra@chambermusiccharleston.org](mailto:sandra@chambermusiccharleston.org). In your transmittal to Chamber Music Charleston, 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 (843)763-4941 or [sandra@chambermusiccharleston.org](mailto:sandra@chambermusiccharleston.org). Thank you for your assistance in this matter.

Sincerely,  
Your name  
Your address