

**IRA Qualified Charitable Distribution**  
**Sample letter to plan administrator or custodian**

Date

IRA Custodian/Administrator  
ADDRESS

Re: ACCOUNT NUMBER; Request for Qualified Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a Qualified Charitable Distribution from my Individual Retirement Account # \_\_\_\_\_ under Section 1201 of the Pension Protection Act of 2006, as extended by the Protecting Americans from Tax Hikes (PATH) Act of 2015, and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \_\_\_\_\_ Dollars (\$) payable to the University of Virginia Medical School Foundation (23-7173411) for the insert program and mail it to the following address for receipt on or before December 31, 2026:

**If sent via US Postal Service:**

University of Virginia  
ATTN: Spring Dodge  
P.O. Box 400807  
Charlottesville, VA 22904-4807

**If sent by overnight delivery:**

University of Virginia  
ATTN: Spring Dodge  
2420 Old Ivy Road  
Charlottesville, VA 22903

In your transmittal to the University of Virginia, please memorialize my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal at the following address:

NAME  
ADDRESS

I have confirmed with the University of Virginia that it is a qualified recipient of distributions under the provisions noted and is neither a supporting organization under Section 509(a)(3) of the Internal Revenue Code nor a donor-advised fund.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_. Thank you for your assistance in this matter.

Sincerely,

NAME