**Sample Request Letter from IRA Account Owner (Donor) to Donor’s IRA Administrator for Charitable Distribution from Donor’s IRA to WETA.**

[Date]

[Administrator Contact Name and address]

RE: Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.*

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_ payable to Greater Washington Educational Telecommunications Association, Inc. (“WETA”) (Federal Tax Identification (EIN) #53-0242992), and forward the check directly to the address below:

**WETA**

**Attn: Debbie Eliason**

**3939 Campbell Avenue**

**Arlington, VA 22206-2269**

**In your transmittal to WETA, please recognize my name and address as the donor of record in connection with this transfer.** Please also copy me on your transmittal communication. It is my intention to have this transfer qualify for income tax exclusion during the current tax year; therefore, this distribution must be postmarked no later than December 31st.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Your name, address, and telephone number]

cc: Debbie Eliason

 Senior Director, Planned Gifts, WETA