[Today’s Date]

[Financial Institution’s Name]

[Financial Institution’s Street Address]

[Financial Institutions City, State, Zip]

To whom it may concern:

Re: Request for a Charitable Distribution from [Your Name] Individual Retirement Account

Individual Retirement Account Number: [Your IRA Account Number]

Please made a direct charitable distribution in the amount of [$Dollar Amount] from my IRA made payable to Lord of Life Lutheran Church (Tax ID 86-0381276).

The check should be mailed to:

Lord of Life Lutheran Church

Attn: Contribution Secretary

13724 W. Meeker Blvd.

Sun City West, AZ 85375

It is my intention to have this transfer qualify for the [Year] tax year. Please list my name and address as the donor for the transfer and please send me a copy of the correspondence with Lord of Life Lutheran Church.

Please contact Deb Dorough, Director of Administration at 623.584.2000 if you need any additional information from the church. If you have questions, you may contact me directly at [Your Phone Number].

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip]