

This is a sample IRA Gift Distribution Request Letter which you may provide to your IRA Plan Administrator to request a gift distribution to your United Methodist church or favorite United Methodist ministry.

(Date)

RE: Request for charitable distribution from my 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, Account # _____ as provided by the Tax Extenders and Alternative Minimum Tax Relief Act of 2008, and Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to the following charitable organization at the following address:

Your United Methodist Church or United Methodist ministry
1234 W. Oak Street
Cityville, MO 54321

In your transmittal to the above-named organization, please communicate my name and address as the donor of record in connection with this transfer. Also, please indicate that the purpose of the gift is to benefit *(the General Budget; the Building Fund; the Mission Project... etc.)*.

Please copy me on your transmittal.

It is my intention to have this transfer qualify for exclusion during the *(2008 or 2009)* tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 200__.

If you have any questions or need to contact me, I can be reached at *(telephone#)*. Thank you in advance for your assistance and prompt attention to this matter.

Sincerely,
(Your signature)

Plan Owner
Plan Owner Home Address
City, State, Zip