



LEGACY
CIRCLE



Planned
Parenthood®
Pacific Southwest

SAMPLE LETTER to IRA Administrators

[Date]

[Name of IRA Administrator]

[IRA Administrator Address]

[Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear IRA Administrator:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account [# Account Number] as provided in Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of [\$ Amount] payable to Planned Parenthood of the Pacific Southwest (PPPSW) and mail it to:

Planned Parenthood of the Pacific Southwest
Development Department
1075 Camino del Rio South
San Diego, CA 92108

Planned Parenthood of the Pacific Southwest's tax identification # is 95-6111785.

Please copy me on your transmittal.

It is my intention that this distribution count towards my required minimum distribution and be treated as a qualified charitable distribution during the 2024 tax year. Therefore, it is imperative that this distribution be delivered to PPPSW no later than December 31, 2024.

If you have any questions or need to contact me, I can be reached at [email or phone #].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

Thank you for standing with Planned Parenthood!