



Sample Request from Plan Owner to IRA Administrator for 2024 Charitable Distribution

[Donor Name]
[Donor Address]

[Donor Address]
, 2024
[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 # as provided in Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.
Please issue a check in the amount of \$ payable to Stanford University and mail it to:
Stanford University Development Services P.O. Box 20466 Stanford, CA 94309-0466
Stanford University's tax identification number is 94-1156365.
In your transmittal to Stanford, please include my name and address as the donor of record in connection with this distribution and indicate that this distribution should be used to support Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable
income as a qualified charitable distribution during the 2024 tax year. Therefore, it
is imperative that this distribution be delivered to Stanford no later than
December 31, 2024.

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