

[Date]

To: IRA Plan Administrator  
[Name of IRA Administrator]  
[IRA Administrator Address]

RE: Request for Charitable Distribution from IRA

Dear [Name of 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 The Protecting Americans from Tax Hikes Act of 2015 and Section 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$ [Donation Amount] payable to Berkeley Repertory Theatre and mail it to:

Berkeley Repertory Theatre  
Development Office  
999 Harrison St  
Berkeley, CA 94710-1455

Berkeley Repertory Theatre's tax identification number is 94-1679756.

In your transmittal to Berkeley Repertory Theatre, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention that this distribution qualify for exclusion from my taxable income during the [Year] tax year. Therefore, it is imperative that this distribution be delivered to Berkeley Repertory Theatre no later than December 31, [Year].

If you have any questions or need to contact me, I can be reached at [Your Contact Information].

Thank you for your assistance in this matter.

Sincerely,

[Name and Signature]