**IRA Distribution Letter Template**

This one-page letter template contains the information you need to make a distribution to Via Mobility Services. Simply add your information, print the letter, and mail it to your retirement account provider. Please delete these instructions before printing the letter.

**[Custodian Institution Name]**

**[Custodian Institution Address]**

**[Custodian Institution City, State ZIP]**

**[Today's Date]**

RE: Request for Direct Qualified Charitable Distribution from IRA

Dear IRA administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number **[insert number here]** as authorized under Sec. 408(d)(8) of the Internal Revenue Code, as amended.

Please issue a check in the amount of $**[amount]**, payable to Via Mobility Services, and mail it to:

ATTN: Donations

Via Mobility Services

2855 63rd St., Boulder, CO 80301

The qualified charitable organization’s federal tax identification number is 84-0777296

In your transmittal to the above-named charitable organization, please memorialize my name and address as the donor of record in connection with this transfer and copy me on the transmittal at the address below.

It is my intention that this gift complies with IRC 408(d)(8). I also intend to have this transfer qualify during this tax year.

If you have any questions or concerns regarding this request, I can be reached at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your prompt attention and assistance in this matter.

Sincerely,

**[Your First and Last Name]**  
**[Your Address]**  
**[Your City, State ZIP]**  
**[Your Phone Number]**