



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

[Donor Name]  
[Donor Address]  
[Date, 2025]  
[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 Sanford Burnham Prebys Medical Discovery Institute and mail it to:

**Office of Philanthropy  
Sanford Burnham Prebys  
10901 N. Torrey Pines Road  
La Jolla, CA 92037**

**Sanford Burnham Prebys tax identification number is 51-0197108**

In your transmittal to Sanford Burnham Prebys, 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 2025 tax year. Therefore, it is imperative that this distribution be delivered to Sanford Burnham Prebys no later than December 31, 2025.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,  
[Name as listed on the IRA]