Name  
Address  
Williamsburg, VA 23xxx

Date

Example (Your IRA Custodian Here)

Fidelity XXXXX  
PO Box   
Cedar Rapids, IA XXXXXX

Dear IRA Custodian,  
  
As the owner of IRA account with Contract # (Your Account) that is in the custody of your organization, I request that you transfer from that account the sum of $XXXX to the Williamsburg House of Mercy, 10 Harrison Avenue, Williamsburg, VA 23185. The Tax ID Number for the Williamsburg House of Mercy is 47-5347792.

It is my intention to make a Qualified Charitable Distribution (QCD) to this charity from my IRA, which will fulfill my IRA required minimum distribution for this year.  
  
This letter is sufficient authorization for you to make this QCD gift. However, if you require any further documents, please promptly e-mail those to me at [(Your](mailto:mmoates@cox.net) email address).

Sincerely,  
  
  
Name

Phone