[Date]

[IRA Administrator]

[Address]

RE: Request for Charitable Distribution from IRA

To whom it may concern:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account [#\_\_\_\_\_\_\_\_\_\_\_  ] 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 [$\_\_\_\_\_\_\_\_\_\_\_ ] payable to the Reef Check Foundation and mail it to:

Reef Check Foundation  
 13723 Fiji Way, B-2

Marina Del Rey, CA

90292

Reef Check Foundation’s tax identification is #95-4858649.

In your transmittal to Reef Check Foundation, please include my name and address as the donor of record in connection with this transfer.

It is my intention that the above listed gift be treated as a qualified charitable distribution (QCD) and that the same be used to satisfy, in whole or in part, my Required Minimum Distribution (RMD) in [year], if applicable.

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

Thank you for your assistance in this matter.

Sincerely,

[Include your name and address]