

**Sample Request to Administrator for Charitable Distribution from Individual Retirement Account
To Sacramento Theatre Company**

[Date]

[Financial Institution Name]

[Financial Institution Address]

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam,

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____ as provided by The Protecting Americans From Tax Hikes (PATH) Act of 2015, P.L. 114-113.

Please issue a check in the amount of \$ _____ (not to exceed \$10,000) payable to Sacramento Theatre Company at the address below:

Sacramento Theatre Company
Attention: Development Department
1419 H Street
Sacramento, CA 95814

Sacramento Theatre Company is a qualified 501(c)(3) non-profit organization with tax identification number 94-1347081. In your transmittal to Sacramento Theatre Company, please give my name as the donor of record in connection with this transfer. Please copy me on your transmittal. It is my intention to have this transfer qualify for the current tax year.

Thank you for your assistance in this matter.

Sincerely,

[Plan Owner Name]

[Plan Owner Address]