

\_\_\_\_\_, 2021

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\_\_\_\_\_  
\_\_\_\_\_

*(IRA Plan Administrator / 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 Section 112 of 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 “Massachusetts General Hospital” and mail it directly to the address below:

Massachusetts General Hospital  
Development Office  
125 Nashua Street, Suite 540  
Boston, MA, 02114

In your transmittal to Massachusetts General Hospital, please note my name and address as the donor of record in connection with this transfer and indicate that the check is designated to support \_\_\_\_\_ program/physician at Mass General. Please copy me on your transmittal.

It is my intention that this transfer qualify for exclusion during the 2021 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2021.

If you have any questions, please call me at (\_\_\_\_\_) \_\_\_\_\_ (phone). Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Plan Owner / Address)*

cc: Massachusetts General Hospital, Development Office