

## Sample Letter to Your IRA Administrator

{Date}

{Your IRA Administrator}

{Company}

{Address}

{Address}

To {Your IRA Administrator}:

You are requested and authorized via this letter to make a charitable distribution from my Individual Retirement Account {# \_\_\_\_\_} as provided by Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

I request that a check be issued in the amount of {\$\_\_\_\_\_} payable to NewYork-Presbyterian Fund, Inc., a non-profit organization (federal tax identification number 13-3160356). Please mail the check to:

NewYork-Presbyterian Hospital  
Attn. Nicholas R. Pitaro  
850 Third Avenue, 12<sup>th</sup> Floor  
New York, NY 10022

This distribution is made to the benefit of NewYork-Presbyterian Hospital. In your transmittal, please include my name and address as the donor of record in connection with this charitable distribution and send me a copy of the transmittal.

If you have any questions, I can be contacted at {address, telephone, email}.

Sincerely,

{Your Name}