

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # (*Account Number*) as provided by HR 5771 recently signed into law by the President. Please issue a check in the amount of \$_____ payable to the organization at address below:

San Francisco Parks Alliance
1663 Mission Street, Suite 320
San Francisco, CA 94103

In your transmittal to the charity, please memorialize my name and address 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 exclusion during the 2014 tax year. Therefore, it is imperative this distribution be postmarked no later than December 31, 2014

If you have any questions or need to contact me, I can be reached at (*telephone*). Thank you for your assistance in this matter.

Sincerely,

(*Plan Owner*)