*Sample Letter of Request for direct qualified charitable distribution from an individual retirement account. Please customize the content [between the brackets] and remove the red text in this sample letter before sending it to your IRA administrator. Thank you for supporting Solve M.E.!*

[Date]   
[Name of IRA administrator]   
[Address]   
[City, State, ZIP]   
RE: Request for Direct Charitable Distribution from IRA to Solve ME/CFS Initiative (Solve M.E.)  
  
Dear [IRA administrator Name]:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number [insert number here] as provided for by the Protecting Americans from Tax Hikes Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.   
  
The Solve ME/CFS Initiative (Solve M.E.) is a qualified 501(c)(3) charitable organization. Their Federal Tax Identification number is 56-1683450.   
  
Please issue a check in the amount of $ [Enter Amount] payable to The Solve ME/CFS Initiative (Solve M.E.) and mail it to:   
  
The Solve ME/CFS Initiative (Solve M.E.)   
611 N Brand Blvd  
Suite 13-115  
Glendale, CA 91203  
704-264-0016 x 207  
  
In your transmittal to Solve M.E., please note my name and address as the donor of this charitable contribution, and copy me on the transmittal at the address below. It is my intention that this gift complies with IRC 408(d)(8), and have this donation qualify during the [Enter Year] tax year.  
  
If you have any questions or concerns regarding this request, I can be reached at the contact information listed below. Thank you for your prompt attention to this matter.   
  
Sincerely,   
[Donor signature]   
[Name of donor]  
[Donor address]   
[City, State ZIP]  
[Donor email]   
[Donor phone number]