

**Sample Letter to IRA Plan Administrator for Qualified Charitable  
Distribution (QCD) to The Mother Church**

Date

Name of IRA Plan Administrator

Address

City, State

Zip Code

Dear <Contact Name>,

Today I am requesting that a direct charitable distribution from my Individual Retirement Account #\_\_\_\_\_ be made to The First Church of Christ, Scientist in Boston, Massachusetts. It is my intention to have this transfer qualify for this current tax year.

Please issue a check in the amount of \$\_\_\_\_\_ (not to exceed \$111,000) payable to The First Church of Christ, Scientist and mailed to the following address:

The First Church of Christ, Scientist  
Office of the Treasurer, P02-02  
210 Massachusetts Avenue  
Boston, MA 02115

Please be sure to include a letter with the check indicating my name, address and fund designation:\_\_\_\_\_<i.e. General Fund for Per Capita Tax>.

Thank you for your assistance.

Sincerely,

Donor Name

Donor Address