

Dear \_\_\_\_\_,

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account Number \_\_\_\_\_ .

This distribution is intended to be an IRA Charitable Rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code. Please issue a check in the amount of \$\_\_\_\_\_ payable to Mercy Home for Boys & Girls and send the check to the following address:

Mercy Home for Boys & Girls  
Attn: Philanthropy Team  
1140 W. Jackson Blvd  
Chicago, IL 60607

Mercy Home's tax ID number is: 36-2171726 and is a qualified charitable recipient for this transfer. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20\_\_ tax year.

Please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal. If you have any questions, I can be reached at \_\_\_\_\_. Thank you for your assistance in this matter.

Sincerely,