

**Sample Request from IRA Owner to IRA Administrator for a Charitable Distribution from an Individual Retirement Account (IRA) to Berkshire Grown, Inc.**

[DATE]

[NAME OF IRA PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

(Call your plan provider or go online to determine the most efficient way to send this letter of instruction. We recommend saving a copy for your files.)

**RE: Request for Charitable Distribution from Individual Retirement Account (IRA)**

IRA Account #: \_\_\_\_\_

In the name of: \_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # \_\_\_\_\_ . Please issue a check in the amount of:

\$\_\_\_\_\_ (not to exceed \$105,000.00), payable to:

Berkshire Grown  
PO Box 983  
Great Barrington, MA 01230  
Tax Identification #20-0482070.

In your transmittal to Berkshire Grown, please give my name and address as the donor of record in connection with the transfer. Please copy me on your transmittal. It is my intention to have this transfer apply toward my required minimum distribution for the current tax year. If you have questions or need to contact me, I can be reached at: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ or by email at: \_\_\_\_\_ . Thank you.

Sincerely,

**[Your name]**