

**SAMPLE DRAFT OF EMAIL OR LETTER TO YOUR IRA CUSTODIAN  
REQUESTING IRA CHARITABLE ROLLOVER TO Idaho Public Television**

[Date]

[IRA custodian address name and address]

*Please note: this request may also be sent electronically or made over the phone if you provide the information found below).*

RE: Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # [ ] as part of my annual Required Minimum Distribution.

Please issue a check in the amount of \$ [ ] payable to **Friends of Idaho Public Television, Federal Tax ID #82-0400218** at the following address:

**Idaho Public Television  
Attn: Shane Chariton  
1455 N Orchard St.  
Boise, ID. 83706**

It is my intention to have this transfer qualify for exclusion during the current tax year. Therefore, it is imperative this distribution be postmarked no later than December 31.

If you have any questions or need to contact me, I can be reached at [your telephone number] or [your email address]. If you have questions for Idaho Public Television please reach out to Shane Chariton, Major Giving Director, at (208) 373-7328 or [shanec@idahoptv.org](mailto:shanec@idahoptv.org).

In your transmittal to Idaho Public Television, please reference my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

Thank you for your assistance in this matter.  
Sincerely,

[YOUR NAME]  
[YOUR ADDRESS AND TELEPHONE NUMBER]

Cc: Idaho Public Television, Attn: Shane Chariton, Major Giving Director