

Date

Name of IRA Administrator

Address

City, State, Zip

Dear IRA Administrator:

Please accept this letter as my request to make a qualified charitable distribution from my individual retirement account number \_\_\_\_\_ provided by the Tax Relief Unemployment Insurance Reauthorization and Job Creation Act of 2011. Please issue a direct transfer of funds in the amount of \$\_\_\_\_\_ payable to the Linda Hall Library Trust, which is a 501(c)(3), at the following address:

Attention: Development Department  
Linda Hall Library  
5109 Cherry Street  
Kansas City, MO 64110

In your transmittal to the above named charitable organization, please include my name and address as the donor of record in connection with this transfer and copy me on the transmittal at the address below. It is my intention that this gift complies with IRC 408(d)(8). It is my intention to have this transfer qualify during the 2011 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2011.

If you have any questions or concerns regarding this request, I can be reached here:

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Donor's telephone number or email address

Thank you for your prompt attention to and assistance in this matter.

Sincerely yours,

Name of donor

Donor's address

City, State, Zip

Donor's phone number