[Today’s Date]

[IRA Administrator Name]

[IRA Administrator Address]

[IRA Administrator City, State ZIP]

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number [IRA Account Number].

Please issue a check in the amount of $[Donation Amount] to Community Publishing of Andover, Inc. and mail it to:

**Community Publishing of Andover, Inc.**

**d/b/a The Andover Beacon**

**PO Box 149**

**Andover NH 03216-0149**

For your records, Community Publishing of Andover’s federal tax identification number is:

**30-0244706**

In your transmittal to Community Publishing of Andover, please use 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).

If you have any questions or concerns regarding this request, I can be reached at [Your Telephone Number and/or Email Address].

Thank you,

[Your Name]

[Your Address]

[Your City, State ZIP]