

Dear IRA Administrator

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 \$100,000] payable to The Cleveland Orchestra (EIN 34-0714468). The check can be mailed directly to this organization at the following address:

The Cleveland Orchestra
Donor Services
11001 Euclid Avenue
Cleveland, OH 44106

Kindly provide my name and address (listed below) along with the mailed check for proper identification of this donation.

I would like this transfer to qualify for exclusion from taxable income during the 2023 tax year. Therefore, **please postmark this distribution no later than December 30, 2023.**

If you have any questions, I can be reached by phone at
Thank you for your help, and have a wonderful day.

Sincerely,

My address: