

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  
Philanthropy & Advancement  
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 2022 tax year. Therefore, **please postmark this distribution no later than December 31, 2022.**

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: