

SAMPLE LETTER OF INSTRUCTION TO CHARITABLE ORGANIZATION

DATE

Pastor Cindy Bullock
Immanuel Lutheran Church
104 S Snelling Avenue
St Paul MN 55105

RE: Qualified Charitable Distribution from IRA

Dear Pastor Cindy,:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my IRA with IRA CUSTODIAN NAME, payable to Immanuel Lutheran Church in the amount of \$AMOUNT. It is my intent to comply with the requirements of the Consolidated Appropriations Act of 2016.

Please use my gift to strengthen the ministry of Immanuel Lutheran Church by distributing it in the following way: (Rejoice! Capital Campaign, GENERAL PURPOSES, SPECIFIC PROJECT/PROGRAM, AND/OR ENDOWMENT)

I will await your acknowledgement with the date of my gift, the name of my IRA custodian, the amount of my gift, that the gift is a qualified charitable distribution, a statement that no goods or services were provided in exchange for the gift, and a statement that Immanuel Lutheran Church is a qualified public charity and the gift is not to a Sec. 509(a)(3) supporting organization or Sec. 4966(d)(2) donor advised fund.

Sincerely,

DONOR NAME
CONTACT INFORMATION