

SAMPLE LETTER OF INSTRUCTION TO IRA CUSTODIAN

DATE

IRA PLAN ADMINISTRATOR
ADDRESS

RE: Qualified Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account ACCOUNT NUMBER as provided in the Consolidated Appropriations Act of 2016.

Please issue a check in the amount of \$AMOUNT payable to Immanuel Lutheran Church, and mail it to:

Immanuel Lutheran Church
104 S Snelling Avenue
St Paul, MN 55105-1959

In your transmittal to the charity, please list my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal. If you have any questions, I can be reached at (PHONE NUMBER). Thank you for your assistance in this matter.

Sincerely,

PLAN OWNER/DONOR