

**Sample Letter of Instruction from Donor to IRA Administrator to make a
Qualified Charitable Distribution from an IRA**

Date

Name of IRA Administrator

Address

City, State Zip

RE: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear IRA Administrator:

Please accept this letter to serve as my request to make a direct charitable contribution from my Individual Retirement Account Number

(provide account number)

as provided by the Tax Increase Prevention Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of \$_____ payable to:

St. Peter The Rock Media
Federal Tax I.D. #46-5021923

Please remit the check to the following address:

St. Peter The Rock Media
145 Ken Mar Industrial Parkway
Broadview Heights, Ohio 44147
Attn: Bernadette Boguski, Executive Director

In your transmittal to St. Peter The Rock Media, please include my name and address as the donor of record in connection with this transfer and copy me on your transmittal.

If you have any questions or concerns regarding this request, please contact me at (Phone and/or email).

Thank you in advance for your cooperation in this matter.

Sincerely,

Donor name

Donor address

City, State Zip