

Sample Letter of Instruction from Donor to IRA Provider

[DATE]

[NAME OF IRA PROVIDER]

(Call your plan provider to determine the most efficient way to send this letter of instruction)

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

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

[insert 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 the National Park Foundation at the following address:

Attn: Office of Planned Giving
National Park Foundation
1500 K Street NW, Suite 700
Washington, DC 20005
TAX ID: 52-1086761

In your transmittal to the charity, **please state 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, I can be reached at [DONOR PHONE AND EMAIL ADDRESSES].

Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,
[DONOR NAME]
[DONOR ADDRESS]