

INDIVIDUAL RETIREMENT ACCOUNT (IRA) CHARITABLE DISTRIBUTION

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 as my request to make a direct charitable contribution from my Individual Retirement Account Number (provide account number) to St. Gabriel Radio, Inc., a not-for-profit corporation (Tax ID: 30-0220140).

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

St. Gabriel Radio, Inc.
Attn: Bill Messerly, Executive Director
4673 Winterset Drive, Columbus, Ohio 43220
(614)459-4820

Please include my name, address, and phone number in your correspondence to St. Gabriel Radio.

Thank you in advance for your cooperation in this matter.

Sincerely,
Your name
Your address
City, State Zip