



IRA Sample Letter of Instruction

Owner/Donor Name

Address

City, State, ZIP

To: IRA Administrator

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA) account name _____ and account number _____. This distribution is intended to be an IRA Charitable Rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to The Council on Recovery and send the check to the following address:

The Council on Recovery
Attn: Donor Development
P.O. Box 2768
Houston, TX 77252

The Council on Recovery's tax ID number is: 74-1173235, and the organization is a qualified charitable recipient for this transfer. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20__ tax year.

Important:

In your transmittal to The Council on Recovery, please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal.

Please contact me if any further action is needed to complete this request. If you have any questions, I can be reached at _____. Thank you for your assistance in this matter.

Sincerely,
