**Sample Letter of Instruction**

**from Donor to Plan Provider**

**for 2019 Gifts**

[DATE]

[NAME OF PLAN PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

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

**[insert account number]**

as provided by American Taxpayer Relief Act of 2012 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

□ Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to MARY INSTITUTE AND ST. LOUIS COUNTRY DAY SCHOOL, a qualified 501(C)(3) charitable organization (TAX ID# 43-0653366) at the following address:

MICDS

OFFICE OF ALUMNI & DEVELOPMENT

101 N. WARSON ROAD

ST. LOUIS, MO 63124

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. It is my intention to have this transfer qualify during the 2019 tax year. Therefore, please be sure to postmark this distribution no later than December 31, 2019.

If you have any questions or concerns regarding this request, please contact me at [PHONE AND EMAIL ADDRESSES].

Thank you for your prompt attention to this matter.

Sincerely yours,

[DONOR NAME]