

## Sample Letter of Instruction from Donor to IRA Provider

[DATE]

[NAME OF IRA PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

(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]**.

Please issue a check in the amount of \$\_\_\_\_\_ payable to the Cape Cod Healthcare Foundation which is not a donor-advised fund nor a supporting organization with tax identification number 04-3475950, at the following address:

Cape Cod Healthcare Foundation  
P.O. Box 370  
Hyannis, MA 02601

Foundation Telephone: 508-862-5600 or FAX: 508-790-3532.

In your transmittal to the Cape Cod Healthcare Foundation, 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 2016 tax year. Therefore, it is imperative that this distribution be postmarked or transferred no later than December 31, 2016.

If you have any questions or concerns regarding this request, I can be reached at [PHONE AND EMAIL ADDRESSES].

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

Sincerely,

Donor's Name  
Donor's Address