

GIFT OF LIFE TRANSPLANT HOUSE  
SAMPLE LETTER OF INSTRUCTION – IRA

Date

IRA Administrator  
Address  
City, State, Zip

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account #\_\_\_\_\_. 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 Gift of Life Transplant House and send the check to the following address:

Gift of Life Transplant House  
705 2<sup>nd</sup> St. SW  
Rochester, MN 55902  
ATTN: Executive Director

Gift of Life Transplant House's tax ID number is: 41-1495845 and is a qualified charitable recipient for this transfer. It is my intention to have this transfer by a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the 20\_\_\_\_ tax year.

**IMPORTANT:**

*In your transmittal to Gift of Life Transplant House, please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal.*

If you have any questions, I can be reached at \_\_\_\_\_. Thank you for your assistance in this matter.

Sincerely,

Your Signature