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IRA Sample Letter of Instruction

Donor Name: _____
Address: _____
City, State, Zip: _____

To IRA Administrator:

Dear IRA Administrator,

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), account # _____.

Please issue a check in the amount of \$ _____ payable to The National Children's Cancer Society and send the check to the following address:

The National Children's Cancer Society
500 N. Broadway, Ste. 1850
St. Louis, MO 63102

The National Children's Cancer Society's tax ID number is 37-1227890 and 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 202__ tax year.

Important

In your transmittal to The National Children's Cancer Society, please include my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal as well.

If you have any questions I can be reached at _____.

Thank you for your help with this matter.

Sincerely,

