**Sample Letter of Instruction from Donor to IRA Custodian**

[DATE]

[NAME OF IRA CUSTODIAN]

[ADDRESS]

[CITY, STATE, ZIP]

(Call your plan custodian 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]**

as provided by the Tax Increase Prevention Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to Kenyon College and send it to the following address:

Kenyon College

Development Office

105 Chase Avenue

Gambier, OH 43022

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, noting that this is a gift from an IRA. It is my intention to have this transfer qualify during the 20\_\_ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20\_\_.

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 yours,

[DONOR NAME]