

Sample Letter of Instruction from Donor to IRA Provider

(Please contact your IRA provider to determine the best way to send this letter of instruction)

(You will need to provide the specific information in the yellow highlighted sections)

[Date]

[Name of IRA Provider]

[Address]

[City, State Zip]

Dear [Contact Name]:

Please consider this letter my request to make a qualified charitable contribution from my Individual Retirement Account (IRA), account number [insert account number here], as provided by the Tax Increase Prevention Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended.

I request that you issue a check in the amount of \$[insert dollar amount here], payable to:

National Osteoporosis Foundation
Attn: Development Office
251 18th Street South, Suite 630
Arlington, VA 22202

In your transmittal to the National Osteoporosis Foundation, please include 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 critical that this distribution be postmarked no later than December 31, 2016.

Please contact me at [insert phone number and email address] if you have any questions or need additional information.

Thank you,

[Donor Name]