

# El Valor IRA Sample Letter of Instruction

\_\_\_\_\_  
Owner/Donor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

To: IRA Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 501(c)(3) of the Internal Revenue Code.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to El Valor and send the check to the following address:

El Valor  
Attn: Development Office  
1924 W. 21st Street  
Chicago, IL 60608

El Valor's tax ID number is: 23-7294683, and it 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 20\_\_\_\_ tax year.

**Important:**

*In your transmittal to El Valor, 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,

\_\_\_\_\_

(312)666-4511 | [info.elvalor@elvalor.net](mailto:info.elvalor@elvalor.net)

