

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,
