Sample Letter from Donor to Plan Provider

[Name of Plan Provider]

[Address]

[City, State Zip]

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter of instruction as authorization to make a Qualified Charitable Distribution from my Individual Retirement Account for charitable purposes as described in the "Protecting Americans from Tax Hikes Act of 2015"

A distribution in the amount of $\_\_\_\_\_\_\_\_\_ shall be made payable to Catholic Charities of the Archdiocese of Galveston-Houston at the following address:

Catholic Charities

Attn: Gift Processing – IRA Distribution

2900 Louisiana Street  
Houston, TX 77006

The tax ID# of Catholic Charities of the Archdiocese of Galveston-Houston is 74-1109733.

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.

If you have any questions or concerns regarding this request, I can be reached at (telephone and e-mail address).

Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

[Name of Donor]