

## 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 the Amigos de las Américas at the following address:

Amigos de las Américas

Attn: Gift Processing – IRA Distribution

1800 W Loop S Suite 1325

Houston, TX 77027

The tax ID# of AMIGOS is 74-1547146.

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

*Amigos de las Américas is a 501(c)3 nonprofit organization. As such, we are not a professional financial advising organization. Any information included here does not constitute financial or legal advice. For financial and legal counsel, please consult your personal financial and legal advisers.*