

“Sample” IRA Letter of Instruction

Owner/Donor Name _____

Address _____

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 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to the Christopher & Dana Reeve Foundation and send the check to the following address:

Christopher & Dana Reeve Foundation
636 Morris Turnpike
Suite 3A
Short Hills, NJ 07078

The Reeve Foundation's tax ID number is: 22-2939536 and 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 the Reeve Foundation, 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,



donations@reeve.org