**Sample Letter of Instruction from Donor to IRA Provider**Contact your provider to determine the most efficient way to send this letter of instruction.

[DATE]

[NAME OF IRA PROVIDER]  
[ADDRESS]  
[CITY, STATE, ZIP]

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear [PROVIDER]:

Please accept this letter as my request to make a qualified charitable contribution from my Individual Retirement Account under Sec. 1201 of the Pension Protection Act of 2006 (the PPA) and Sec. 408(d)(8) of the Internal Revenue Code of 1986, and made permanent under the Consolidated Appropriations Act of 2016.

My account number is: [INSERT ACCOUNT NUMBER]

Please issue a check in the amount of $[AMOUNT] payable to Georgia Audubon, a 501c3 nonprofit organization with Tax-ID Number 58-1834323, at the following address:

Georgia Audubon  
4055 Roswell Road  
Atlanta, GA 30342

In your transmittal to Georgia Audubon, please state my name and address as the donor of record in connection with this transfer and copy me on your transmittal. It is my intention to have this transfer qualify during the [TAX YEAR] tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, [TAX YEAR].

If you have any questions or concerns regarding this request, I can be reached at [PHONE AND/OR EMAIL ADDRESS].

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

Sincerely,

[DONOR NAME]