**Sample Letter of Instruction from Plan Owner to Charity Informing of Forthcoming Qualified Charitable Distribution from Plan Administrator**

Attn: Gift Processing Department

Mass Audubon

208 South Great Road

Lincoln, MA 01773

Dear Mass Audubon:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to your organization in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ from my plan trustee/administrator, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My gift is unrestricted or, is to be directed toward the following sanctuary or program (Ex. Action Agenda or Land protection) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Fill in Sanctuary or purpose of your choosing)

Upon your receipt of payment from my trustee/administrator, please send me a written acknowledgement that states the date and amount of my gift, that no goods or services were transferred to me by your organization in consideration for this gift.

If you have any questions or need to contact me, I can be reached at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (phone) (email)

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(your signature) (your printed name)