

SAMPLE LETTER OF INSTRUCTION TO IRA ADMIN

Date

Name

Address

To: IRA Administrator

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.

Please issue a check in the amount of \$_____, payable to **American Friends of Concordia University**, and send the cheque to the following address:

American Friends of Concordia University
c/o Roha and Flaherty
1725 1st Street, NW Suite 300
Washington, DC 20006-2423

The American Friends of Concordia University's tax ID number is: 72-1601411

Important:

In your transmittal to American Friends of Concordia University, please indicate my name and address as the donor of record in connection with this transfer. Please also copy me on your transmittal.

If you have any questions, I may be reached at _____.

Thank you for your assistance in this matter.