**Sample Letter of Instruction from Donor to IRA Provider**

Date

Name of IRA administrator  
Address  
City, State ZIP

RE: Request for Direct Charitable Distribution from IRA

Dear IRA Administrator:

Please accept this letter as my request to make a direct qualified charitable distribution from my individual retirement account number *[insert number here]*.

Please issue a check in the amount of $*Insert donation amount here*, payable to the Women’s Foreign Policy Group (EIN 52-1818839) and mail it to:

Women’s Foreign Policy Group

1801 F Street, NW, 3rd Floor

Washington, DC 20006

In your transmittal to the Women’s Foreign Policy Group, please note my name and address as the donor of record in connection with this transfer, and copy me on the transmittal at the address below.

It is my intention that this gift complies with IRC 408(d)(8).

If you have any questions or concerns regarding this request, I can be reached at [insert your telephone number and/or email address].

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

Sincerely,

Name of donor  
Donor’s address  
City, State ZIP  
Donor’s phone number