**Sample Letter of Instruction from Donor to IRA Plan Administrator**

[DATE]

[NAME OF IRA PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

(Call your plan administrator to determine the most efficient way to send this letter of instruction)

Re: Request for Qualified Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a qualified charitable distribution from my Individual Retirement Account Number:

**[insert account number]**

as provided by the *Protecting Americans from tax Hikes Act of 2015* and Sec. 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ payable to the “University of San Francisco” at the following address:

**The University of San Francisco**

**P.O. Box 45363**

**San Francisco, CA 94145-0363**

The tax identification number for the University of San Francisco is 94-1156628.

In your transmittal to USF, please state my name and address as the donor of record in connection with this transfer, and copy me on your transmittal.

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

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

Sincerely yours,

[DONOR NAME]