

Sample letter from donor to IRA plan administrator

Date

Name and Address of IRA Plan Administrator

ATTN: IRA Plan Administrator

RE: Request for Distribution from Individual Retirement Account as a Qualified Charitable Deductions

Dear Friends,

Please accept this letter of instructions as authorization to make a direct tax-free distribution from my Individual Retirement Account No. [REDACTED] for charitable purposes.

Please issue a check in the amount of \$ [REDACTED] payable to:

AVIUSA
PO Box 188158
Sacramento, CA 95818

Organization Tax ID # 23-7360183

[If the request is being made in December of the current tax year, include the following: It is my intention to have this transfer qualify for exclusion during the current tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31 of the current year.]

In your transmittal to Auroville International USA, please reference my name and address as the donor of record in connection with this transfer. Please copy me on your transmittal.

If there are any questions concerning this distribution, I can be reached at

[REDACTED].

Thank you for your assistance in this matter.

Sincerely,

[REDACTED]