



IRA Sample Letter of Instruction

Account Owner/Donor Name

Address

City, State, ZIP

To: IRA Administrator

Dear Sir or Madam:

Please accept this letter as my request to make a Qualified Charitable Distribution (QCD) directly from my Individual Retirement Account (IRA), Account No. _____. This distribution is intended to qualify as a QCD under Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to Peak Vista Community Health Centers Foundation and send the check to the following address:

Peak Vista Community Health Centers Foundation
Attn: Philanthropy Office
3205 N. Academy Blvd, Ste 130
Colorado Springs, CO 80917

Peak Vista Community Health Centers Foundation's FEIN number is 20-3640104 and is a qualified charitable recipient for this transfer. Please issue the check in a timely manner so that it qualifies as a qualified charitable distribution during the 20__ tax year.

Important:

In.your.transmittal.to.Peak.Vista.Community.Health.Centers.Foundation?please.indicate.my.name.and.address.as.the.donor.of.record.in.connection.with.this.transfer?and.please.copy.me.on.your.transmittal;.

If you have any questions, I can be reached at _____. Thank you for your assistance in this matter.

Please send a copy of this form to Peak Vista Community Health Centers Foundation to assist with processing.

Sincerely,
