# LETTER OF INSTRUCTION FOR CHARITABLE IRA ROLLOVER / QUALIFIED CHARITABLE DISTRIBUTION

Date:

RE: Request for Charitable Contribution from IRA #

To whom it may concern:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account # as provided for by Sec. 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of $ payable to Delta Institute, a 501c3 federally registered nonprofit (Federal Tax ID: 36-4210191). Please include my name and address as the donor of record in connection with the donation transfer.

The check should be mailed to the following address:

Delta Institute

ATTN: Sidney Freitag-Fey

35 E. Wacker Drive, Suite 1200

Chicago, IL 60601

If you need to contact Delta Institute, please contact: Sidney Freitag-Fey, Chief Development Officer, at [sfreitagfey@delta-institute.org](mailto:sfreitagfey@delta-institute.org) or 312-554-0900.

This transfer is for the \_\_\_\_ tax year. If you have any questions or need to contact me, I may be reached at \_\_\_\_\_\_. Thank you for helping me achieve my philanthropic goals,

(signature)