

SAMPLE LETTER OF INSTRUCTION TO ADMINISTRATOR

[Date]

Name of Plan Provider/Administrator
Address
City/State/Zip

Re: Request for Direct Charitable Distribution from IRA to Tax-Exempt Charity

To Whom It May Concern:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account, account number _____, to St. Louis Regional Public Media, Inc.

Please issue a check, in the amount of \$_____, made payable to St. Louis Regional Public Media, Inc., a 501(c)(3) charitable organization, tax ID number: 43-0685345, and mail it to the following address:

Nine PBS
Individual Giving Team
3655 Olive Street
St. Louis, MO 63108

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

It is my intention to have this transfer qualify as a tax-free distribution from my IRA for tax year 20_____.

If you have any questions or concerns regarding this request, you may reach me at telephone number _____ and the email address of _____.

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

Sincerely,

[Donor Name]