Letter of Instruction for Charitable IRA Rollover

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, as amended.
Please issue a check in the amount of \$ payable to World Wildlife Fund, Inc., (Federal Tax ID: 52-1693387). Please include my name and address as the donor of record in connection with the transfer to ensure WWF can properly acknowledge and steward this gift.
The check should be mailed to the following address:
World Wildlife Fund, Inc. Attn: IRA Charitable Contributions 1250 24 th Street, NW Washington, DC 20037
If you send additional notification to World Wildlife Fund about the transfer of this gift, please copy me on your correspondence.
I intend for this transfer to qualify for exclusion during the 2019 tax year.
If you have any questions or need to contact me, I may be reached at
Thank you for your assistance in this matter.
Sincerely,
(sign)
(Printed name)