

Sample Letter of Instruction

Owner/Donor Name

Address

City, State, ZIP

To: IRA Administrator

Dear Sir or Madam

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account # _____ as provided by the Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, and extended by the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010.

Please issue a check in the amount of \$ _____ payable to St. Jude Children's Hospital and send the check to them at the following address:

St. Jude Children's Research Hospital
Attn: Gift Planning
501 St. Jude Place
Memphis, TN 38105

St. Jude Children's Research Hospital's tax ID number is: 62-0646012, and is a qualified charitable recipient for this transfer.

Important:

In your transmittal to St. Jude, 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.

Sincerely,