

Sample Transfer Instruction Letters for Qualified IRA Gifts to Hope 4 Kids International

Sample Request from IRA Account Owner [Donor] to IRA Administrator for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # **[Account Number]** . Please send me the appropriate forms to issue a check or wire transfer from my IRA account in the amount of \$_____ payable to Hope 4 Kids International, (tax identification number 47-1686704), as follows:

For payment by check, mail to: Hope 4 Kids International P. O. Box 74010
Phoenix, AZ, 85087 or by
Domestic Wire Transfer: Bank: Bank of America 3110 W Carefree Hwy,
Phoenix, AZ 85086 Acct# 457027868409 RT# 540860108
WIRE# 026009593

In your transmittal to Hope 4 Kids International, please reference my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. If you have any questions or need to contact me, I can be reached at **[telephone]** . Thank you for your assistance in this matter.

Sincerely,

[Donor name]

[IRA Account Owner]

**Sample Letter from Donor Informing Hope 4 Kids International of
Forthcoming Qualified Charitable Distribution from their IRA
Administrator**

Hope 4 Kids International
P. O. Box 74010
Phoenix, AZ 85087

Dear Friends at H4KI:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to Hope 4 Kids International in the amount of \$ _____ from my plan trustee/administrator, **[name and contact number for IRA Administrator]**. This gift is to be allocated towards **[Annual Campaign / Capital Campaign / Water Wells / Walk 4 Water / Child Sponsorship / other purpose]**.

Accordingly, upon your receipt of payment from my custodian/administrator, please send me a written acknowledgement that states the amount of my gift and that no goods or services were provided to me by Hope 4 Kids International in consideration for this gift. If you have any questions or need to contact me, I can be reached at **[telephone]** .

Sincerely,

[Donor name]