

*Sample Letter to Plan Administrator*

Date

Name of Company

Address

City, State, Zip

Dear Plan Administrator:

Please accept this letter as my instruction to direct a qualified charitable distribution from my Individual Retirement Account # \_\_\_\_\_ to the Province of St. John the Baptist, Inc., a 501(c)(3) public charity as recognized by the IRS, with tax identification number of: 31-6064103.

Please issue a check, payable to the Province of St. John the Baptist, Inc., in the amount of \$ \_\_\_\_\_ and designated to: \_\_\_\_\_.

Please mail the check to:

The Franciscan Friars of St. John the Baptist  
1615 Vine Street, Cincinnati, OH 45202

It is my intent that this distribution qualifies for the \_\_\_\_\_ tax year. In your transmittal letter to the Province, please include my name and address as the donor for this transfer. Please copy me on your transmittal letter.

If you have any questions or need to contact me, I can be reached at \_\_\_\_\_ . Thank you for your assistance in this matter.

Sincerely,