

## *LETTER OF INSTRUCTION FOR QCD/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.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to Delta Institute, a 501c3 federally registered nonprofit (Federal Tax ID: 36-4210191). Please include my name and address as the donor of record in connection with the donation transfer.

The check should be mailed to the following address:

Delta Institute  
ATTN: Sidney Freitag-Fey  
35 E. Wacker Drive, Suite 1200  
Chicago, IL 60601

If you need to contact Delta Institute, please contact:

Sidney Freitag-Fey  
Director of Development and Communications  
312-651-4344  
sfreitagfey@delta-institute.org

This transfer is for the 2018 tax year. If you have any questions or need to contact me, I may be reached at \_\_\_\_\_.

Thank you for helping me achieve my philanthropic goals,

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(signature)