

**Sample Transfer Instruction Letters for Qualified IRA Gifts to  
Holy Cross Family Ministries**

**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 from my IRA account in the amount of \$\_\_\_\_\_ payable to Holy Cross Family Ministries, (tax identification number 22-485537), as follows:

Mail to:

Holy Cross Family Ministries  
Attn: Tom McKenney  
518 Washington Street  
North Easton, MA 02356

In your transmittal to Holy Cross Family Ministries, 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,

[IRA Account Owner]