

**Sample Letter of Instruction  
for IRA Charitable Rollover**

To: IRA Administrator

Attn:

Dear

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), . This distribution is intended to be an IRA Charitable Rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ payable to The National Foundation to End Child Abuse and Neglect (EndCAN), and send the check to the following address:

The National Foundation to End Child Abuse and Neglect  
P.O. Box 102428  
Denver, CO 80250.

EndCAN's tax ID number is: 82-3752131 and is a qualified charitable recipient for this transfer. It is my intention to have this transfer be a Qualified Charitable Distribution that will qualify for exclusion from my taxable income during the tax year.

**Important:**

In your transmittal document to EndCAN, please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal at the address listed below.

If you have any questions I can be reached at

Thank you for your assistance in this matter.

Sincerely,

Signature

Name

Address

City, State, Zip