SAMPLE text drafted for review. Depending upon your situation, this may help instruct IRA administrators arranging gifts from an IRA

Dear (IRA administrator),

Please accept this letter as my request to arrange a direct charitable distribution from my Individual Retirement Account # , as allowed by Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended (the “Code”) to the American Museum of Natural History, an organization exempt from federal income tax under Section 501(c)(3) of the Code.

I intend to count this distribution toward the required minimum annual distribution from my IRA in tax year 20___.

Please issue a check in the amount of $ payable to the American Museum of Natural History and mailed by , 20__ - directly to the address below:

American Museum of Natural History
Central Park West at 79th Street
New York, NY 10024
Attn: Office of Planned Giving

In your transmittal to the Museum, please make note of my name and address in connection with this transfer. Please copy me on this as well. If you have any questions or need to contact me, I can be reached at .

Thank you for your assistance in this matter.

Sincerely,