

Sample Letter from Donor to Plan Provider

Date

Name of Plan Provider/IRA Administrator

Address

City, State Zip

Re: Request for Direct Charitable Distribution from my IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number (insert account number) as provided by the American Taxpayer Relief Act of 2012. Please issue a check in the amount of \$_____ payable to The Minnesota Zoo Foundation at the following address:

Attn: Planned Giving Office
Minnesota Zoo Foundation
13000 Zoo Boulevard
Apple Valley, MN 55124

In your transmittal to The Minnesota Zoo Foundation, please note my name and address as the donor of record in connection with this transfer, and copy me on your transmittal at the address below. It is my intention to have this transfer qualify during the 2013 tax year and in compliance with IRC 408(d)(8). Therefore, this distribution must be postmarked no later than December 31, 2013.

If you have any questions or concerns regarding this request, I can be reached at (telephone or e-mail address). Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,

Name of Donor

Address

City, State Zip