

**Letter of Instruction**

\_\_\_\_\_  
Owner/Donor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

To: IRA Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account (IRA), Account # \_\_\_\_\_. This distribution is intended to be an IRA Charitable Rollover, according to the legislation recently passed by Congress.

Please issue a check in the amount of \$\_\_\_\_\_ payable to the Blowing Rock Art & History Museum and send the check to the following address:

Blowing Rock Art & History Museum  
Attn: Gift Planning  
P.O. Box 828  
Blowing Rock, NC 28605

The Blowing Rock Art & History Museum's tax ID number is: 30-0003315, and is a qualified charitable recipient for this transfer.

**Important:**

In your transmittal to the Blowing Rock Art & History Museum, please indicate my name and address as the donor record in connection with this transfer, and please copy me on your transmittal.

If you have any questions, I can be reached at \_\_\_\_\_. Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_