

**Sample Letter from Donor Informing Charity of Forthcoming
Qualified Charitable Distribution from IRA Administrator/Custodian**

Dear Sir or Madam:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to your organization in the amount of \$ _____ from my plan administrator/custodian (name of administrator/custodian).

It is my intent to comply with the requirements of Sec. 112 of the Protecting Americans From Tax Hikes (PATH) Act of 2015 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended, in connection with this gift.

Accordingly, upon your receipt of payment from my administrator/custodian, please send me a contemporaneous written acknowledgement that states the amount of my gift, that no goods or services were transferred to me by your organization in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization.

If you have any questions or need to contact me, I can be reached at (telephone).

Sincerely,
(Donor)