

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

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 the Oklahoma City Community Foundation in the amount of \$ from my plan (*name of trustee/administrator*).

It is my intent to comply with the requirements of Sec. 725 of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 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 trustee/administrator, 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 fund.

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

Sincerely,
(Donor)