**SAMPLE LETTER FROM DONOR INFORMING CHARITY OF FORTHCOMING QUALIFIED CHARITABLE DISTRIBUTION FROM ADMINISTRATOR**

Columbia University

The Office of Gift Planning

Attn: Ryan Hart

Executive Director for Gift Planning

622 West 113th Street, MC 4518

New York, NY 10025

Dear Mr. Hart:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ from my plan trustee/administrator:

[Name of IRA trustee/administrator]

[IRA trustee/administrator contact information]

It is my intent to comply with current legislative requirements in connection with a qualified charitable distribution from my IRA.

Please direct this distribution for the use of [SCHOOL] for [PURPOSE/FUND NAME].

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 Columbia University in consideration for this gift, and that my gift will not be placed in a private foundation, donor advised fund or supporting organization.

If you have any questions or need to contact me, I can be reached at [TELEPHONE NUMBER].

Sincerely,

[SIGNATURE] [DATE]

[Donor Name]

[Donor Address]

[Donor Email]