

Sample Letter from Donor Informing Charity of Forthcoming Qualified  
Charitable Distribution from IRA

[Date]

Classical KING FM 98.1  
10 Harrison St, Suite 100  
Seattle, WA 98109

Attention: Blandine Van de Velde, Director of Major Giving

Dear Ms. Van de Velde,

It is my pleasure to inform you that I have requested that a qualified charitable distribution from my Individual Retirement Account in the amount of \$\_\_\_\_\_ be made to Classical 98.1 by my plan administrator, [name of administrator]. This gift is to be used for the general purposes of Classical KING FM 98.1.

It is my intent to comply with the requirements of Section 112 of the Protecting Americans from Tax Hikes Act of 2015 and Section 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 plan administrator, please send me a contemporaneous written acknowledgement that states the amount of my gift, that no goods or services were provided to me by your organization as 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 Name]  
[Donor Address]