

Sample Letter from Donor Informing Luther College of Forthcoming Qualified Charitable Distribution from Individual Retirement Account
(To Kelly Sorenson, Director of Planned Giving and Major Gift Operations)

(Date)

Kelly Sorenson
Director of Planned Giving and Major Gift Operations
Luther College
700 College Drive
Decorah, IA 52101

RE: Qualified Charitable Distribution from Individual Retirement Account

Dear Kelly,

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

I would like to designate this gift for:

Luther Fund

Other (please designate: _____)

It is my intention to comply with Internal Revenue Code 408(d)(8).

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

If you have any questions or need to contact me, I can be reached at _____ (telephone no.).

Sincerely,

(Your Name)

(Address)

(City/State/ZIP)