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

Mr. Craig Katinas
Archbishop Molloy High School
8353 Manton Street
Briarwood, NY 11435

Dear Craig:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account for (Molloy's general purposes) or (special designation*) in the amount of $_____ from my plan trustee/administrator:

(name of trustee/administrator)
(contact information)

It is my intent to comply with the "qualified charitable distribution" requirements of Section 408(d)(8) of the Internal Revenue Code.

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 Archbishop Molloy High School 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).

Sincerely,

(Donor)
(address)
(state, zip code)

*If you are considering a special designation, please contact our office to ensure we can accommodate your goal at 718-441-9210 or email Craig Katinas at ckatinas@molloyhs.org.