Sample Letter from Donor Informing Charity of Forthcoming Qualified

Charitable Distribution from IRA

[Date]

Cincinnati Institute of Fine Arts

20 East Central Parkway, Suite 200

Cincinnati, OH 45202

Attention: Karen Ecker

Dear Karen:

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 Cincinnati Institute of Fine Arts DBA ArtsWave by my plan administrator, [name of administrator]. This gift is to be used for the general purposes of ArtsWave [please substitute more specific language if applicable].

It is my intent to comply with the requirements of 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]