

**Letter to Graceland University
Notification of IRA Gift**

From _____
name

address

city, state, zip

Graceland University
Development Office
1 University Place
Lamoni, IA 50140
Attention: Peggy Sturdevant

Date: _____

Re: **Notification of my IRA Qualified Charitable Distribution from Administrator**

Dear Peggy:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to Graceland University in the amount of \$_____ from my plan administrator, _____.
(Name of Administrator)

It is my intent to comply with the requirements of Sec. 1201 of the Pension Protection Act of 2006 and Sec. 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 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 Graceland in 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 _____.
(Phone Number)

Sincerely,

Print your name

Signature