

**LETTER 2 SAMPLE TEXT**

**(This will help the Garden State Philharmonic properly record your gift.)**

Date

Garden State Philharmonic  
Attn.: Managing Director  
1 College Drive, PO Box 2001  
Toms River, NJ 08754

Dear Sir/madam:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account – paid and postmarked by December 31, 2015 to your organization in the amount of \$\_\_\_\_\_ from the trustee or administrator of my IRA with \_\_\_\_\_.

It is my intent this gift comply with the requirements of the Tax Increase Prevention Act of 2014 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, with amendments and revisions as of December 2015. 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 your organization 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 this phone # \_\_\_\_\_.

Sincerely,