

The Taft School

SAMPLE LETTER TO TAFT FROM DONOR FOR GIFT FROM IRA

Mr. Christopher R. Latham
Director of Development
The Taft School
110 Woodbury Road
Watertown, Connecticut 06795

<DATE>

Dear Chris:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement account payable to The Taft School in the amount of \$ _____ from my IRA plan trustee/administrator, [name and contact number for IRA Administrator]. This gift is to be allocated towards [the Class of ____ Annual Giving Campaign/capital purpose.].

It is my intent to comply with the requirements Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended, in connection with this gift.

Accordingly, upon your receipt of the payment from my IRA trustee/administrator, please send me a contemporaneous written acknowledgement that states the amount of my gift and that no goods or services were provided to me by The Taft School in consideration for this contribution.

If you have any questions or need to contact me, please call _____

Sincerely,