Sample Gift Acknowledgement

Community Foundation Letterhead

DATE

Name

Address

Dear \_\_\_\_\_\_\_\_\_\_:

Thank you for your generous gift of the following property: (IRA transfer) received on \_\_\_\_\_\_\_\_\_\_\_\_ [date] to the **[Foundation NAME**] for the **[Name of Specific Fund to receive gift (cannot be donor advised fund)].**

As required by law, we are informing you that the **[NAME]** Foundation has exclusive legal control over the contributed assets. The Foundation provided you no goods or services in connection with this contribution.

Per your instructions, the **[Foundation NAME]** is treating this as a direct IRA qualified charitable distribution which would not qualify for a charitable tax deduction.  You may want to consult your tax advisor with any questions about the tax treatment of this transfer.

Sincerely,

SIGNATURE