



**Sample Letter from Donor Informing Chamber Music Charleston of  
Forthcoming Charitable Distribution from IRA Trustee/Administrator**

Chamber Music Charleston  
PO Box 80072  
Charleston, SC 29416

To Whom It May Concern:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account (IRA) to Chamber Music Charleston in the amount of \$\_\_\_\_\_.

It is my intention to comply with current policy that permits a rollover directly from an IRA to a qualified public charity.

Accordingly, upon your receipt of payment from my trustee/administrator, please send me a written acknowledgement that states the amount of my gift, that no goods or services were transferred to me by Chamber Music Charleston in consideration for this gift. Even though I will receive an acknowledgement of this distribution, I understand that there is no federal charitable income tax deduction for this distribution.

If you have any questions or need to contact me, I can be reached at the following telephone number: \_\_\_\_\_.

Sincerely,  
Your name  
Your address