*[Your contact information here]*

*[Your IRA administrator’s information here]*

RE: IRA rollover gift

Dear                                                      ,  
  
Federal legislation now permits a rollover directly from an IRA to a qualified public charity. As the owner of IRA account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that is in the custody of your organization, I request that you transfer from that account the sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to The Community Foundation of the Dan River Region. The Treasury Tax ID Number for The Community Foundation is 54-1823141.  
  
It is my intention to make a Qualified Charitable Distribution (QCD) to this charity from my IRA, which may fulfill part or all of my IRA required minimum distribution for this year. This letter is sufficient authorization for you to make this QCD gift. However, if you require any further documents, please promptly send or preferably email *[your email address here]* those to me.

Thank you for your assistance with this matter.  
  
Cordially yours,

*[Your name]*

*[Phone number]*