**Sample 2022 letter from Donor to Friends of the North Fork**

*informing FNFSR of forthcoming qualified charitable distribution from IRA administrato*r

David V. Brotman, Executive Director

Friends of the North Fork of the Shenandoah River

P.O. Box 746

Woodstock, VA 22664

Dear David,

It is my pleasure to inform FNFSR that I have requested a qualified charitable distribution from my Individual Retirement Account at (*name of bank/brokerage firm*) payable to Friends of the North Fork of the Shenandoah River in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ from my plan trustee/administrator, (*name of trustee/administrator*). A copy of that written request is enclosed.

It is my intent to comply with the requirements of *The Trade Facilitation and Trade Enforcement Act of 2015* and Section 408(d)(8) of the Internal Revenue Code of 1986 as amended, in connection with this gift.

Accordingly, upon your receipt of payment, please send me an acknowledgement letter that states the amount of my gift and that no goods or services were transferred to me by FNFSR in consideration for this gift.

If you have any questions or need to contact me, I can be reached at (*telephone*). You can also reach (*name of trustee/administrator*) at (*telephone*).

Sincerely, (*Donor*)  
(*home address*)