Date

**If sent via US Postal Service: If sent by Overnight Delivery:**

University of Virginia University of Virginia

Gift Processing Services Gift Processing Services

Attn: Susan M. Gallegos, Director Attn: Susan M. Gallegos, Director

PO Box 400331 211 Emmet Street South

Charlottesville VA 22904-4331 Charlottesville VA 22903

 (434) 924-7018

Dear Ms. Gallegos:

I am pleased to inform you that I have requested a Qualified Charitable Distribution from my Individual Retirement Account to benefit the University. [My gift is unrestricted, to be used by the University at its discretion for the greatest need] ***OR*** [My gift is to be applied for the benefit of the **Insert name of school/unit/program**].

You should soon receive a check in that amount from my plan administrator, **Insert name of IRA administrator/custodian**.

It is my intent to comply with the requirements of Sec. 1201 of the Pension Protection Act of 2006, as extended by the Protecting Americans from Tax Hikes (PATH) Act of 2015, and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended, in connection with this gift. Accordingly, upon your receipt of payment from my administrator, please send me a written acknowledgement that states the amount of my gift and that no goods or services were transferred to me in consideration for this gift.

Please let me know of any questions.

Sincerely,

Donor Name

Address

Telephone

Email

*Support your passion! You may designate your gift for a University-wide priority—academic and faculty excellence, the Jeffersonian Grounds Initiative, or scholarships—or for a specific school, program, or service. See “*[*Where to Give*](http://giving.virginia.edu/where-to-give/)*” (giving.virginia.edu/where-to-give).*

*If you want to split your gift among two or more beneficiaries, we suggest that you allocate to each a percentage of your total gift.*

 *Thank you for your gift.*