

SAMPLE letter to ELCA Foundation:

{Donor name}
{Donor address}
{Donor city, state and ZIP code}
{Donor telephone number}

{Date}

David P. Novak, J.D.
ELCA Foundation
8765 W. Higgins Road
Chicago, IL 60631-4101

Dear Mr. Novak:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my IRA with {IRA custodian}, payable to the Evangelical Lutheran Church in America in the amount of \${xxxxxx}. It is my intent to comply with the requirements of The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, effective from January 1, 2010 to December 31, 2011.

Please use my gift to strengthen the ministry of the Evangelical Lutheran Church in America by distributing it in the following way: {for general purposes of the ELCA or if distributing to another ministry or multiple ministries of the ELCA, list dollar amount associated with each ministry.}

I will await your acknowledgement with the date of my gift, the name of my IRA custodian, the amount of my gift, that the gift is a qualified charitable distribution, a statement that no goods or services were provided in exchange for the gift, and a statement that the ELCA {and/or other ELCA related ministries} qualifies as a Sec. 170(b)(1)(A) public charity and the gift is not to a Sec. 509(a)(3) supporting organization or Sec. 4966(d)(2) donor advised fund.

Sincerely,

{Donor signature}
{Printed donor name}