

Sample Letter to the National Humanities Center

*Henry D. Thoreau
1234 Emerson Drive
Walden, MA 02110*

Date

Carol Vorhaus
Office of Development
National Humanities Center
7 T.W. Alexander Drive
Research Triangle Park, NC 27709-2256

Dear Ms. Vorhaus:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account held by my plan administrator, _____, payable to the National Humanities Center in the amount of \$ _____. It is my wish that this distribution be used as:

- general operating support
- endowment support
- other _____.

It is my intent to comply with the requirements of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 signed by President Obama on December 17, 2010.

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 your organization in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization.

If you have any questions or need to contact me, I can be reached at this telephone number: _____.

Sincerely,

Henry D. Thoreau