*Sample LETTER from IRA Donor, to the National Association of Congregational Christian Churches or Congregational Foundation.*

Date:

National Association of Congregational Christian Churches

Congregational Foundation

Attention: Debby Fulton

8473 South Howell Avenue

P.O. Box 288

Oak Creek, WI 53154

Dear NACCC/Congregational Foundation:

I would like to inform you that I have requested a distribution be made from my individual Retirement Account to the National Association of Congregational Christian Churches or Congregational Foundation (select one) as a charitable gift as follows:

Name of my IRA Trustee/ Administrator:

Company:

Amount of the gift from my IRA:

I specify for my gift to benefit the NACCC’s greatest need: \_\_\_\_\_\_\_(check)

I specify for my gift to benefit the Congregational Foundation: \_\_\_\_\_\_\_(check)

I specify that my gift benefit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If more than one designation, indicate amount or percentage to each)

Once you have received payment of my gift, please provide me with an acknowledgement letter.

You can contact me if you have questions or need additional information.

Donors contact information:

Name:

Address:

City/State/Zip:

Phone:

Email address:

Sincerely,