

**Sample Contemporaneous Written Acknowledgement from Church to Donor.  
This must be sent to the Donor in a timely fashion after receipt of the gift in  
order for the gift to be a qualified charitable IRA distribution.**

(Date)

Dear (Donor Name):

Thank you for your gift in the amount of \$\_\_\_\_\_ from your Individual Retirement Account. We are writing to acknowledge that we received your gift directly from your plan trustee/administrator and that it is your intention for all or a portion of your gift to qualify as a qualified charitable distribution from your IRA under section 408(d)(8) of the Internal Revenue Code.

In that connection, we warrant to you that our organization is qualified under section 170(b)(1)(A) of the Internal Revenue Code and that your gift was not transferred to either a donor advised fund or a supporting organization as described in section 509(a)(3).

We further warrant that no goods or services of any monetary value were or will be transferred to you in connection with this gift other than intangible religious benefits.

Please retain this letter with your important tax documents and provide a copy to your tax preparer.

Thank you for your generous contribution to our organization.

Sincerely,

*(First United Methodist Church)*