

**CAROLINA DONOR  
123 MAIN STREET  
CITY, STATE ZIP**

*Sample Letter to Inform UNC-CH*

Date

The University of North Carolina at Chapel Hill  
Office of University Gift Planning  
PO Box 309  
Chapel Hill, NC 27514

Dear Office of Gift Planning:

I have requested that a direct charitable distribution from my Individual Retirement Account be made to The University of North Carolina at Chapel Hill Foundation, Inc., as provided by Sec. 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended, and extended under the signed Protecting Americans From Tax Hikes Act of 2015. **It is my intent that this distribution qualify for the 2017 tax year.**

A check in the amount of \$ \_\_\_\_\_ is being sent to you from my IRA with  
\_\_\_\_\_ (list firm name here). When received, please designate my IRA gift to:  
\_\_\_\_\_ (list fund name, purpose, or school/unit here).

If you have any questions or need to contact me, I can be reached at (    ) -    . Thank you for your assistance in this matter.

Sincerely,

Carolina Donor