

Sample Letter to California Pacific Medical Center

Date: _____

Warren Browner, M.D.
Chief Executive Officer
California Pacific Medical Center
c/o California Pacific Medical Center Foundation
P.O. Box 7999
San Francisco, CA 94120-7999

Dear Dr. Browner:

It is my pleasure to inform you that I have requested a qualified charitable distribution from my Individual Retirement Account payable to California Pacific Medical Center in the amount of \$_____ from my plan trustee/administrator, _____ (insert name of trustee/administrator).

It is my intention to comply with the requirements of the Pension Protection Act in connection with this gift.

Accordingly, upon your receipt of payment from my trustee/administrator, please send me a contemporaneous written acknowledgement that states the amount of my gift, that no goods or services were transferred to me by the Medical Center in consideration for this gift, and that my gift will not be placed in a donor advised fund or supporting organization.

I would like my gift to support (please check one):

- _____ (program or service)
- The area where the need is greatest, as determined by the Foundation's Board

If you have any questions or need to contact me, call me at _____.

Sincerely,

_____ (signature)

Donor/Plan Owner

(Address)