

Sample Letter to California Pacific Medical Center Foundation

[date]

W. Gary Ogburn, J.D.
Director of Gift Planning
California Pacific Medical Center Foundation
2015 Steiner Street, 2nd Floor
San Francisco, CA 94115

Dear Mr. Ogburn:

It is my pleasure to inform you that I have requested a charitable distribution from my Individual Retirement Account payable to California Pacific Medical Center Foundation in the amount of [\$ dollars] from my IRA plan trustee/administrator, [name of trustee/administrator].

In connection with this gift, it is my intention to comply with the provisions of the Pension Protection Act of 2006, as amended, if those provisions have been extended through December 31, 2011.

Accordingly, upon receipt of the distribution from my trustee/administrator, please send me a contemporaneous written acknowledgment that states the amount of my gift, that no goods or services were transferred to me by the Foundation 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):

- [insert program or service]
- Where the need is greatest as determined by the Foundation's Board of Trustees

If you have any questions or need to contact me, please call [phone number].

Sincerely,

[signature]
Donor/Plan Owner

[address]