

# IRA Letter of Intent

Date

Community First Foundation  
5855 Wadsworth Bypass, Unit A  
Arvada, CO 80003

Dear Community First Foundation,

I am writing to inform you that I have requested an IRA Charitable Distribution from my Individual Retirement Account, payable to Community First Foundation, in the amount of \$ \_\_\_\_\_ from my IRA plan administrator.

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

If you have any questions or need to contact me, I can be reached at the information below.

Name

Email

Phone

The following is contact information for my plan administrator.

IRA Plan Administrator

Contact Name

Phone

Email

Financial Institution

Sincerely,

Donor signature

Donor printed name

[CommunityFirstFoundation.org](http://CommunityFirstFoundation.org)

5855 Wadsworth Bypass, Unit A

Arvada, CO 80003

720.898.5900

 **COMMUNITY FIRST**<sup>®</sup>  
FOUNDATION