

Re: Request for Direct Charitable Distribution  
from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable contribution from my Individual Retirement Account Number \_\_\_\_\_ as provided by the American Taxpayer Relief Act of 2012.

Please issue a check in the amount of \$ \_\_\_\_\_ payable to the Western Pennsylvania Conservancy, tax ID # 25-1053485, at the following address:

Western Pennsylvania Conservancy  
800 Waterfront Drive  
Pittsburgh, PA 15222

In your transmittal to the charity, please state my name and address as the donor of record in connection with this transfer, and copy me on your transmittal. It is my intention to have this transfer qualify during the 2015 tax year so it must be postmarked by December 31, 2015.

If you have any questions or concerns regarding this request, I can be reached at

Thank you for your prompt attention to and assistance with this matter.

Sincerely yours,