Letter to IRA Administrators for 2017 Gifts

Financial Institution Name

Address

City, State, Zip

Re: Request for charitable distribution from [Name of Donor] individual retirement account

To Whom It May Concern:

Please make a direct charitable distribution of $[Amount] from my IRA account [Account Number] made payable to “The Minerals, Metals, and Materials Society” (**EIN**: 25-1484913) to satisfy part or all of my required minimum distribution.

The check should be mailed to:

Andrea Holland, CFRE

Foundation Development Manager

The Minerals, Metals & Materials Society (TMS)

5700 Corporate Drive Suite 750

Pittsburgh, PA 15237

It is my intention to have this transfer qualify for the 2017 tax year. Please list my name and address as the donor for the transfer, and please send me a copy of the correspondence with the TMS Foundation.

If you need any additional information, please contact Andrea Holland, CFRE, Foundation Development Manager at TMS. She can be reached at 1-724-814-3114.

Sincerely,

Name of Donor

Address

City, State, Zip

Phone Number