Date

Name of Plan Provider

Address

City, State Zip

Re: Request for Direct Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a qualified charitable distribution (QCD) from my Individual Retirement Account Number **[insert account number].**

□ 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 2022 tax year so it must be postmarked by December 31, 2022.

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

(telephone and e-mail address).

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

Sincerely yours,

Name of Donor