

Letter to IRA Administrators for 2018 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 "Society for Mining, Metallurgy & Exploration (SME) Foundation" (EIN: 84-1175450) to satisfy part or all of my required minimum distribution.

The check should be mailed to:

Society for Mining, Metallurgy & Exploration (SME) Foundation
12999 East Adam Aircraft Circle
Englewood, CO 80112-4167

It is my intention to have this transfer qualify for the 2018 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 SME Foundation.

If you need any additional information, please contact Niki Humphreys, Foundation Manager at the SME Foundation. She can be reached at 303-948-4239.

Sincerely,

Name of Donor

Address

City, State, Zip

Phone Number