



WORLD TRADE CENTERS
ASSOCIATION

Memorandum

To: Members of WTCA Family
From: Kofi A. Boateng, COO
Ref: WTCA Relief Fund
Date: March 17, 2011

You are aware of the massive devastation and human suffering that Japan has sustained as a result of the recent earthquake and tsunami. The threats from nuclear explosions do not make matters any easier. The WTCA is now poised to make a concerted effort, with the guidance of WTC Tokyo, to bring our contribution to the global relief efforts to bring rays of hope to the untold Japanese families whose lives have been shattered by these tragic events. WTCA Headquarters calls on each of you to help the WTCA make a difference in Japan by supporting the **“WTCA Relief Fund.”**

Your contributions to the WTCA Relief Fund will be tax-deductible under U.S. law, and 100 percent of the donations will go toward the relief efforts in Japan. In addition to your donations, the Board of the WTCA Foundation has authorized a separate \$10,000 contribution from the Foundation to the WTCA Relief Fund. The WTC Tokyo has identified the Japanese Red Cross Society (JRCS) as the reputable charitable organization to receive the eventual donation. With your cooperation, we would like to make the donation to JRCS as soon as possible, and definitely by April 15, 2011.

Your support of this project is greatly appreciated. The instructions for making a payment follow. On behalf of the WTC Tokyo and those affected by this tragedy, we thank you in advance for your generosity, and will report to you on the results of the WTCA’s relief efforts. Please indicate your name, WTCA

affiliation and e-mail address so we can thank you later. No contribution is too small and all are welcome.

Best Regards,

Kofi A. Boateng, COO

Your contributions should be directed as follows:

If contributing by Check: Please make your check payable to “**World Trade Centers Association Foundation**” and send it to:

World Trade Centers Association
420 Lexington Avenue, Suite 518
New York, NY 10170, U.S.A.

Please indicate: “Attn: WTCA Foundation” on the outside of the envelope.

If contributing by Wire Transfer: Please direct your payment to:

Account Name: World Trade Centers Association Foundation
Account Number: 619781858
Swift Number: MRMDUS33RTL
ABA Number: 021001088
Bank Name: HSBC Bank USA
415 Madison Avenue
New York, NY 10017, U.S.A.

Remember, your contribution must be made in the name of the “World Trade Centers Association Foundation” for it to be tax-deductible.