| **LETTER OF INTENT TO DONATE** | |
| --- | --- |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [State, City, Zip Code]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Phone or Email]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient's Name or Organization Name]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient's Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [State, City, Zip Code]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient's Name or Organization Name],  
  
I am writing to express my intention to donate to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient's Name or Organization Name]. I am deeply moved by the work you engage in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Description of the mission or activities], and I am committed to supporting your efforts.  
  
I intend to donate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Description of the donation, e.g., "a sum of $5,000", "$300 every month”, “10 computers”] to contribute to the continued success and growth of your valuable work. This donation is made with the understanding that it will be used to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Optional description of how you wish the donation to be utilized].

Please let me know if there are any specific forms or additional information needed to process this donation. I would also appreciate it if you could provide a receipt or acknowledgment of this donation for my records.  
  
Thank you for your dedicated efforts, and I am honored to support your cause.  
  
Sincerely,  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Job Title]