

# LETTER OF INTENT TO DONATE

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

