

Request for Guidance on Legacy Donations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your guidance regarding legacy donations to [Organization's Name]. As I consider making a significant contribution to support your invaluable work, I would like to understand more about the process and any specific requirements that pertain to legacy giving.

Could you please provide me with information on the following:

- The types of legacy donations accepted
- The process for making a legacy donation
- Any guidelines or paperwork that I should be aware of
- How my donation will be utilized by your organization

Thank you for your time and assistance. I look forward to your prompt response so that I may proceed with my intention to contribute.

Sincerely,

[Your Name]