

Formal Permission for Charitable Contributions

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally grant permission for [Your Organization] to make charitable contributions to [Name of Charity/Organization], in support of [brief description of purpose or cause].

This initiative aligns with our objectives of [insert relevant objectives or values] and will positively impact [describe the beneficiaries or community].

We believe that our contribution will assist in [mention the specific benefits or outcomes]. We look forward to collaborating with [Name of Charity/Organization] to ensure the success of this endeavor.

Thank you for your attention to this matter. Should you have any questions or require further information, please feel free to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Organization]