

Donor-Advised Fund Distribution Proposal

Date: [Insert Date]

To: [Donor's Name]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

We hope this message finds you well. We are writing to propose a distribution from your donor-advised fund at [Institution's Name] to support [specific project or organization].

Proposed Distribution Details

- Amount: \$[Insert Amount]
- Beneficiary: [Organization Name]
- Purpose of the Grant: [Describe purpose and impact]
- Proposed Timeline: [Insert Timeline]

We believe that this distribution will significantly contribute to [explain the need and potential impact]. Your generosity has made a tremendous difference, and we are excited about the possibility of this upcoming impact.

Next Steps

Please let us know if you would like to approve this distribution or if you would like to discuss any additional details. You can reach us at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and commitment to making a difference in our community.

Sincerely,

[Your Name]
[Your Title]
[Institution's Name]
[Contact Information]