

Letter of Intent for Charitable Contribution Planning

Date: [Insert Date]

To: [Charity Name]
[Charity Address]
[City, State, Zip]

Dear [Charity Contact Person's Name],

I am writing to express my intent to make a charitable contribution to [Charity Name] as part of my philanthropic planning. It is my desire to support the vital work you do in the community, and I hope this letter serves as a preliminary indication of my intention to contribute.

I anticipate making a contribution of [insert amount or description of contribution] towards [specific project or general operations] at [Charity Name]. My intent is to finalize the details by [insert date] and would appreciate any relevant information regarding the donation process and applicable tax implications.

Thank you for the incredible work you do, and I look forward to discussing this further.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]