

# Letter of Intent to Incorporate a Nonprofit Organization

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express our intent to incorporate a nonprofit organization named [Proposed Organization Name]. Our mission is to [briefly describe the mission and purpose of the organization]. We believe that by establishing this nonprofit, we can effectively address [specific community needs or issues].

We have gathered a group of individuals who share this vision and are committed to implementing programs that will [mention any planned activities, initiatives, or services]. We plan to file for 501(c)(3) status and are keen on ensuring compliance with all state and federal regulations governing nonprofit organizations.

As we move forward with the incorporation process, we aim to engage with community stakeholders to gain support and build partnerships that will enhance our efforts. We welcome any guidance or insights you may have regarding the incorporation process.

Thank you for considering our request. We look forward to your support and guidance as we aim to better serve our community. Please feel free to contact me at [your phone number or email address] should you have any questions or require further information.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Proposed Organization Name]