

Legacy Gift Intention Letter

Date: _____

Recipient Name

Title

Educational Institution Name

Address Line 1

Address Line 2

City, State, Zip Code

Dear [Recipient Name],

I am writing to express my intention to include [Educational Institution Name] in my estate planning as a legacy gift. I firmly believe in the mission of [Institution's Mission/Values] and would like to contribute to its future success.

While my specific plans are still under consideration, I am committed to supporting your efforts through a [specific type of gift: e.g., will, charitable trust, etc.], which I intend to finalize in the coming months.

It is my hope that this gift will help further [specific goals, programs, or scholarships associated with the institution] and leave a lasting impact on future generations of students.

Please feel free to reach out to me should you require further information, or if you would like to discuss how my gift can be used most effectively.

Thank you for your dedication to education and for the significant impact you make in the community.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]