

Legacy Gift Intention Letter

Date: _____

To [Name of the Religious Institution],

I hope this letter finds you in good health and high spirits. I am writing to express my intention to include [Name of the Religious Institution] in my estate planning as part of my legacy gift.

My connection with [Name of the Religious Institution] has profoundly enriched my life, and I wish to ensure that its mission continues to thrive in the years to come. Therefore, I am pleased to inform you that I intend to make a future gift of [specify amount or description of asset, if comfortable] to the institution upon my passing.

As a long-time member/supporter, I deeply believe in the work being done and its impact on our community. I hope that my contribution will assist in sustaining and advancing your efforts in [specific programs or outreach the institution is known for].

Please let me know if there are any forms or additional steps I should complete regarding this intention. I would also appreciate information on how my future gift can be best utilized to achieve the goals of the institution.

Thank you for the continued inspiration and support you provide. I look forward to being a part of [Name of the Religious Institution]'s legacy.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]