

Charitable Foundation Setup Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally initiate the setup of a charitable foundation, tentatively named "[Foundation Name]." This foundation aims to [briefly describe the mission and goals of the foundation].

We intend to focus our efforts on [specific areas of charity, e.g., education, health, environmental protection], and we are committed to making a positive impact in the community.

To proceed with the establishment of the foundation, we wish to [list any specific requests or actions needed, such as obtaining nonprofit status, opening a bank account, etc.].

Enclosed are the necessary documents required for the formation of [Foundation Name], including [list any enclosed documents].

We appreciate your support and guidance in this endeavor. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]