

Letter of Intent

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to express my intent to establish a charitable organization under the name [Proposed Organization Name]. The primary mission of this organization will be to [briefly describe the mission and goals of the organization].

As a community-focused initiative, we aim to [explain how the organization will benefit the community or specific target group]. We believe that by [briefly explain the activities or programs the organization will undertake], we can make a significant impact.

To initiate this process, we are seeking to [mention any assistance, collaboration, or guidance you are looking for from the recipient or their organization]. We are confident that with your support and expertise, we can successfully establish this nonprofit organization and contribute positively to our community.

Thank you for considering this initiative. I look forward to discussing this further and exploring any potential collaboration opportunities.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]