

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. As I am in the process of establishing a new charity, I am seeking clarification regarding my legal obligations and responsibilities. Specifically, I would like to understand the following:

1. The registration process and any required documentation for setting up a charity in [Your State/Region].
2. Tax exemption requirements and how to apply for 501(c)(3) status.
3. Compliance with local, state, and federal regulations pertaining to fundraising activities.
4. Reporting requirements and best practices for maintaining transparency and accountability.
5. Any potential liabilities or risks associated with operating a charity.

Your guidance will greatly assist me in ensuring that the charity is established in compliance with all necessary legal requirements. I appreciate any information or resources you can provide on these matters.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Charity Name, if applicable]