

Charitable Gift Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in establishing a charitable gift arrangement with [Organization Name]. It is my intention to support your invaluable work and help advance your mission.

Details of my intended gift are as follows:

- Gift Amount: [Insert Amount]
- Type of Gift: [Monetary/Property/Other]
- Designation: [Specific Purpose/Project, if applicable]
- Payment Schedule: [One-time/Installments, etc.]

I would appreciate your guidance on the next steps to finalize this arrangement. Please let me know if you require any additional information or documentation.

Thank you for your dedication and commitment to [cause or mission of the organization]. I look forward to supporting your efforts.

Sincerely,

[Your Name]