

LETTER OF INTENT TO DONATE

Effective Date: _____

RE: Donation to Qualified Organization

This donation letter of intent (the "Letter of Intent") represents the basic terms for an agreement that shall be considered binding non-binding. After this Letter of Intent has been made, a formal agreement may be constructed to the benefit of the Parties involved.

I. The Donor: _____ (the "Donor").

II. The Donee: _____ (the "Donee").

III. The Donation: Choose One (1)

One-time Monetary Donation: The Donor wishes to make a one-time monetary donation to the Donee in the amount of \$_____.

Monthly Pledge: The Donor wishes to make a monthly donation of \$_____ to the Donee beginning _____ and ending _____ for a total donation of \$_____ OR ongoing until further notice.

Annual Pledge: The Donor wishes to make an annual donation of \$_____ to the Donee each year for ___ years, beginning _____ for a total donation of \$_____.

Other: The Donor wishes to donate the following to the Donee: _____

_____.

IV. Donation Designation: The above-described donation should be used for the following purpose(s): _____
_____.

V. Alterations to Donation Designation: The Donee may need to alter the donation designation to ensure that current priorities are met. Should this be required, the Donee will respect the initial intent of this letter as closely as possible.

VI. Donation Recognition: Choose One (1)

- The Donor agrees to be recognized for the donation under the following name(s):
_____.
- The Donor wishes to remain anonymous.

VII. Method of Payment: (Monetary Donations Only)

- Cash or Check (If paying by check, make check payable to _____.)
- Credit Card – Card Information: _____.
- Automatic Withdrawal (attach void check)

The Donor authorizes the Donee to withdrawal funds from his/her financial institution account.

Donor's Signature _____ Date _____

VIII. Organization Type: The Donee is an organization that is: Choose One (1)

- Classified as a 501(c)(3) non-profit organization by the standards of the Internal Revenue Service (IRS). Therefore, the donation may be tax-deductible to the extent allowed by law.
- Not classified as a 501(c)(3) non-profit organization by the standards of the Internal Revenue Service (IRS).

IX. Currency: All mentions of currency or the usage of the "\$" icon shall be known as referring to the US Dollar.

X. Governing Law: This Letter of Intent shall be governed under the laws of the State of _____.

XI. Acceptance: If you are agreeable to the aforementioned terms, please sign and return a duplicate copy of this Letter of Intent by no later than _____.

DONOR

Donor's Signature _____ Date _____

Print Name _____

DONEE

Authorized Signature _____ Date _____

Print Name _____

