

LETTER OF INTENT TO DONATE

Date: _____

RE: Donation to _____

This Letter of Intent (the "Letter") sets forth the proposed terms and conditions of the Donation described hereunder and shall govern the relationship between the Donor and Donee (the "Parties") until replaced by a definitive, formal agreement addressing the same transaction and subject matter (the "Definitive Agreement"). The Donation considered in this Letter and in the Definitive Agreement is subject in all respects to the following:

1. **DONOR.** _____ (the "Donor").
2. **DONEE.** _____ (the "Donee").
3. **DONATION.** The Donor wishes to make the following donation (the "Donation"): (check one)
 - 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: (check one)
 - ending _____, for a total donation of \$_____.
 - 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:
4. **DONATION DESIGNATION.** The Donation should be used for the following purpose(s):
5. **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.

6. DONATION RECOGNITION. The Donor agrees: (check one)

- To be recognized for the donation under the following name(s): _____.
- To remain anonymous.

7. METHOD OF PAYMENT. If the Donation is monetary, payment shall be provided to the Donee as follows: (check one)

- Cash.
- Check. Checks made payable to: _____.
- Credit Card. Card Information: _____.
- Automatic Withdrawal. The Donor authorizes the Donee to withdraw funds from its financial institution account. (attach void check)

Donor's Signature: _____ Date: _____

8. ORGANIZATION TYPE. The Donee is an organization that is: (check one)

- 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.
- Described in Internal Revenue Code Section 170(c). Therefore, the donation may be tax-deductible to the extent allowed by law.
- Other: _____.

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

10. GOVERNING LAW. This Letter shall be governed under the laws in the State of _____.

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

12. INTENTION OF THE PARTIES. This Letter sets forth the intentions of the Parties to use reasonable efforts to negotiate, in good faith, a Definitive Agreement with respect to all matters herein. Notwithstanding paragraphs 9 through 13, which shall be legally binding, any legal obligations with respect to all other matters shall only arise if and when the Parties execute and deliver a Definitive Agreement.

13. SIGNATURES.

Donor's Signature: _____ Date: _____
Print Name: _____

Donee's Signature: _____ Date: _____
Print Name: _____