----------------------------- Designated Letter of Intent Template [COPY/PASTE] ----------------------------

(*Date)*

Karla Twedt-Ball

President and CEO

Greater Cedar Rapids Community Foundation

324 3rd Ave. SE

Cedar Rapids, IA 52401

Dear Karla,

The purpose of this letter is to inform you that I/we named the Greater Cedar Rapids Foundation (*“Community Foundation”*) as a beneficiary in my/our trust/will.

I/we intend that my gift will create my/our (donor name/s) Fund an Endowed Fund at the Community Foundation. The purpose of the fund is *\_\_\_\_\_\_\_\_\_\_\_\_\_.*

My/our philanthropic intent behind this gift is to allow the Community Foundation to address (specific charitable issue/s). This charitable purpose is important to me because of my (family/experience). *General examples are very helpful.*

Thank you for your attention to these matters. Please do not hesitate to contact me with any questions.

Sincerely,

Donor

Donor’s address

---------------------------------- Letter of Intent Template [COPY/PASTE] ---------------------------------

(*Date)*

Karla Twedt-Ball

President and CEO

Greater Cedar Rapids Community Foundation

324 3rd Ave. SE

Cedar Rapids, IA 52401

Dear Karla,

The purpose of this letter is to inform you that I/we named the Greater Cedar Rapids Foundation (*“Community Foundation”*) as a beneficiary in my/our trust/will.

I/we intend that my gift will create my/our (donor name/s) Fund, *or* a Field of interest Fund/Community Endowment Fund at the Community Foundation.

*If Field of Interest:*

My/our philanthropic intent behind this gift is to allow the Community Foundation to address (specific charitable issue/s). This charitable purpose is important to me because of my (family/experience).

*General examples are very helpful.*  *Sample language might include: I intend my fund support charitable organizations which develop programs to prevent cruelty to animals.*

There are restrictions associated with this gift (*if any*). It is my intention that my gift is restricted to the distributable amount from my endowed fund or a certain amount maximum for each charity*.* Consistent with my philanthropic intent, distributions from my fund should have the following limitations: (*add if applicable*).

Thank you for your attention to these matters. Please do not hesitate to contact me with any questions.

Sincerely,

Donor

Donor’s address

---------------------------------- Letter of Intent Draft [COPY/PASTE] ---------------------------------

Insert Date

Karla Twedt-Ball

President and CEO

Greater Cedar Rapids Community Foundation

324 3rd Ave SE

Cedar Rapids, IA 52401

Dear Karla,

The purpose of this letter is to inform you that I/we have named the Greater Cedar Rapids Community Foundation as a beneficiary in my/our trust/will.

I/we intend that my/our gift be transferred to my/our Insert Name of the Fund at the Community Foundation. My/our philanthropic intent for this gift is to allow the Community Foundation to support organizations which Insert specific charitable issue(s). This/these charitable purpose/purposes is/are important to me/us because of my/our Insert experience, family memory or other reason for interest.

Include only if applicable:

1. I/We recommend the following restrictions associated with this gift. It is my/our intention that my/our gift is restricted to the spendable amount from my/our fund or a certain amount maximum for each charity*.*
2. Consistent with my philanthropic intent, distributions from my fund should have the following limitations: *Add if applicable.* *Sample language:*

* *Charitable issue or nonprofit #1 (XX%)*
* *Charitable issue or nonprofit #2 (XX%)*
* *Charitable issue or nonprofit #3 (XX%)*

Thank you for your attention to these matters. Please do not hesitate to contact me with any questions.

Sincerely,

Donor Name

Address

City, State Zip  
E-mail Address

Preferred Phone Number