To: The Executor of the Estate of [Your Full Name]

Date: [Current Date]

Letter of Instruction Regarding Charitable Bequest

To my Executor and Family,

This letter is written to clarify my wishes regarding a charitable gift as outlined in my Last Will and Testament.

1. Charity Information

Legal Name of Organization: [Full Legal Name of Charity]

Tax ID / EIN: [Charity's Tax Identification Number]

Address: [Full Mailing Address of the Charity]

2. Purpose of the Gift

It is my intent that this gift be used for the following purpose:

- [ ] General Operating Support (Unrestricted)
- [ ] Specific Program/Project: [Name of Specific Program]
- [ ] Endowment Fund

3. Recognition

Regarding the public acknowledgment of this gift, I request the following:

- [ ] The gift should be made publicly in the name of: [Name to be used]
- [ ] The gift should be made in memory of: [Name of deceased]
- [ ] This gift is to remain strictly anonymous.

4. Contact Person

If you have questions regarding the acceptance of this gift, please contact:

Name: [Contact Name at Charity]

Phone/Email: [Contact Information]

Thank you for ensuring my philanthropic legacy is carried out as intended.

Sincerely,

_____

[Your Signature]

[Your Printed Name]