

[date]

[Donor name]

[address]

Re: Your Gift to [Client]

Dear [Donor name]:

We are delighted that you have chosen to donate to Client, a nonprofit organization whose mission is to [_____]. Your generosity helps [_____].

You made a cash contribution to Client in the amount of \$_____ on [date] ("Gift"). No goods or services were provided to you in return for this contribution, other than the knowledge that your donation will make a difference in [_____].

[Client may use the Gift for general support.] OR [In line with your direction, Client will use the Gift, and any income earned on the Gift funds [**sample alternative:** to support Client's _____ Program]. For clarity, if a portion of the Gift remains unspent or unallocated upon completion of the applicable program or purpose, or in the unlikely case that Client otherwise determines in good faith that it is no longer possible for the Gift to serve its original purpose, then Client may use the remaining funds for unrestricted general support.]

Client may publicly acknowledge the Gift and your support in accordance with our customary donor recognition practices.

[Client looks forward to keeping you updated on our work, and will deliver a report to you upon completion of the project.] [**sample alternative for multi-year term donations:** Client looks forward to keeping you updated on our work, and will deliver an annual report to you by [January 1] each year.]

[Include other provisions as needed]

To confirm, Client is a U.S. charitable organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Our federal tax identification number is XXXXXXX. This letter expresses our full and final agreement relating to the Gift, and may be amended only as set out in writing and signed by both of us. This agreement will be governed by California law.

* * * * *

If this letter correctly and completely describes our agreement, please so confirm by signing where indicated below and returning the signed letter to us.

We are grateful for your generosity and support. Thank you again.

Sincerely,

[Client]

By: _____
[name and title]

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Confirmed, accepted and agreed as of _____, 20__ :

Signature: _____

Print Name: _____

Date: _____