

Date

Name

Address

City, State, Zip

Dear *Donor Name*,

We thank you once again for joining the *Organization ABC* Legacy Society. By doing so you are contributing to the long term health and vitality of *ABC* and insuring (*write a very brief statement about your role in the community*) exists for future generations.

As a result of your generosity, *ABC* was the recipient of \$XXXXXX in incentive grant funding provided by the *Federation/Foundation* and the Harold Grinspoon Foundation. Now, in keeping with good Legacy initiative practices, we are turning our energy to confirmation of the formalization of submitted Letters of Intent.

In this regard **we are asking you to confirm that you have made the necessary arrangements so your legacy gift can become a reality at the appropriate time.** If you have made the necessary changes to your estate plan, please sign the enclosed form and return to me.

If you have not already done so, please accept this letter as a reminder to formalize your good intentions. Someone from our Legacy Team will follow up with you in a few weeks to see if we can be of any assistance as you formalize your gift.

With appreciation for your legacy commitment

Name of Executive Director or Legacy Team member

Title of signer