

SAMPLE LETTER OF INTENT:

TO: Porto Charities
10660 Page Avenue, #4446
Fairfax, Virginia 22038
(Tax ID# 30-0544129)

FROM: Name
Address
Email Address
Phone Number

SUBJECT: Intent to Make a Bequest

Dear Porto Charities CEO/President:

I am writing to share my intentions regarding my estate planning and to notify you of a bequest I plan to include in my final will and testament.

- Name of Beneficiary: Porto Charities
- Nature of Bequest: [Choose one: Specific monetary amount of \$_____ / Specific item or property, described as: _____ / _____% percentage of my residual estate]
- Purpose: This gift is intended to be used for [general operating support/a specific program or purpose (e.g. Center for Learning and Leadership, Porto Works, scholarships, or the Porto Charities Endowment)].

Please note that this letter is an expression of my current intent for my estate planning and does not constitute a legally binding contract. I reserve the right to modify or revoke this provision at any time prior to my death.

I am sharing this with you now to ensure my wishes are clear and to help streamline the future administration of my estate.

Sincerely,

(Signature)