

Sample Response Letter for inquiry about bequests

This cover letter may be personalized and used when mailing information out to prospective donors.

Dear _____:

Thank you for your interest in including our organization in your Will or Trust. Your gift will become a legacy by continuing to live on in perpetuity blessing our community with beauty for generations to come.

Please find enclosed a listing of the alternative ways to name The Outdoor Circle as a beneficiary in your Will. Our legal name is The Outdoor Circle. Our tax-exempt organization number is 99-0085044. It is important that you and/or your attorney keep our tax-exempt number in your records.

Estate planning specialists suggest it is better to specify a percentage of your estate for an organization rather than a specific sum. This allows your charitable giving goals to adjust with your changing life circumstances. We encourage you to consult with your attorney to determine what method best suits you.

It would be helpful for our organization to have a copy of your Will once it is finalized (or at least the section pertaining to us) and the name and contact information for the attorney who prepared your Will. This information would naturally be kept in strict confidence.

Thank you once again for your interest in and support of The Outdoor Circle. Your philanthropic support sustains our organization's extraordinary legacy and vision of protecting Hawai'i's unique natural beauty for future generations.

If you have any questions or need further information, please do not hesitate to contact us.

Sincerely,

Name

Position

99-0085044