

Letter of Intent to Provide Funding

[Date]

[Recipient's Name]

[Recipient's Title]

[Nonprofit Organization Name]

[Organization Address Line 1]

[Organization Address Line 2]

Dear [Recipient's Name],

On behalf of [Your Organization/Your Name], this letter serves as a formal expression of our intent to provide funding for [brief project/program name or purpose] at [Nonprofit Organization Name].

We recognize the important work being carried out by your organization and are committed to supporting your mission. Subject to satisfactory completion of due diligence and agreement on terms and conditions, we intend to contribute a grant in the amount of [proposed funding amount] to support [project/program/operational expenses or specific use].

Our anticipated timeline for disbursement is [expected timeframe], contingent upon the mutual execution of a grant agreement and compliance with all applicable requirements. We look forward to the opportunity to collaborate and contribute to the positive impact your organization creates within the community.

Please feel free to contact me at [your contact information] to discuss next steps or to clarify any questions.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]

[Your Address]

[Your Phone]

[Your Email]

Important Notes:

- This letter does not constitute a legally binding commitment to fund.
- Details of funding are typically finalized in a separate grant agreement.
- Be specific about funding purpose, amount, and any contingencies.
- Ensure mutual understanding of expectations and reporting requirements.
- Retain a signed copy of the letter for your records.