

**Letter of Intent**

You may customize this letter of instruction  
by personalizing the areas in bold typeface.

**Donor's Name**  
**Address**  
**Telephone**

Mr. Richard Melching  
President  
The Community Foundation for Southwest Washington  
1053 Officers' Row  
Vancouver, WA 98661

Dear Mr. Melching:

Please establish the **Donor(s) Fund Name** ("Fund") at the Community Foundation for Southwest Washington, ("CFSWW") at such time as property is received by the CFSWW for this purpose.

Once the Fund has been established, grants from this Fund, in accordance with the CFSWW's spending policy, as amended from time to time by its Board of Directors, shall be available for charitable purposes to the organizations listed below in the proportions described.

<b><u>Name of Charity or 'Area of Interest'</u></b>	<b><u>Proportion of Distribution</u></b>
<b>ABC Charity</b>	_____
<b>ABC Charity</b>	_____
<b>ABC Charity</b>	_____
<b>Or</b>	
<b>XYZ Area of Interest</b>	_____

Sincerely,

\_\_\_\_\_  
*(Donor Name)*

\_\_\_\_\_  
*(Donor Name)*

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

Accepted by the Community Foundation for Southwest Washington

\_\_\_\_\_  
Richard Melching, President

Date \_\_\_\_\_