

[Date]

[Name of Representative/Director]
[Department of Philanthropy/Office of Advancement]
[Institution Name]
[Address]
[City, State, Zip Code]

Re: Request to Establish a Philanthropic Endowment Account

Dear [Name of Representative],

I am writing to formally express my interest in establishing a permanent philanthropic endowment account with [Institution Name]. It is my intent to support the long-term mission of the institution through a perpetual gift.

Please find the proposed details for this endowment below:

- **Proposed Name of Fund:** [Name of the Endowment Fund]
- **Purpose of Fund:** [Brief description of how the funds should be used, e.g., scholarships, research, or general operations]
- **Initial Funding Amount:** [Dollar Amount]
- **Funding Method:** [Cash, Securities, Wire Transfer, etc.]

I would like to request the necessary documentation and a formal Endowment Agreement for my review. Please let me know the specific criteria or minimum requirements needed to finalize the creation of this account.

I look forward to working with you to ensure this gift provides lasting impact for years to come.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]