

# DONATION LETTER

To: \_\_\_\_\_

From: \_\_\_\_\_

**Subject:**

Letter of Donation for Charitable Purposes

**Dear Sir or Madam,**

I am writing to confirm my intent to donate to your esteemed organization, which I recognize for its dedicated efforts in advancing charitable causes in the United States. This letter serves as a formal and binding statement of my commitment to provide a generous donation under the terms outlined herein.

**Details of Donation:**

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_

Donor Contact (Phone/Email): \_\_\_\_\_

Recipient Organization Name: \_\_\_\_\_

Recipient Address: \_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

Description of Donation (Cash, Property, Services): \_\_\_\_\_

Estimated Value of Donation (if applicable): \_\_\_\_\_ USD

Conditions or Restrictions (if any): \_\_\_\_\_

**Clause 1 – Donation Purpose and Intent**

The Donor hereby donates the described assets or funds to the Recipient Organization for charitable purposes in accordance with applicable United States laws and regulations. The Donation is made voluntarily and without expectation of any benefit or return.

**Clause 2 – Delivery and Transfer**

The Donor agrees to deliver the donation to the Recipient Organization in a timely manner, as mutually agreed. Title and risk of loss for the donation shall transfer to the Recipient upon delivery and acceptance.

**Clause 3 – Tax and Legal Compliance**

The Donor acknowledges that this Donation may be eligible for tax deductions under United States law. The Recipient Organization agrees to provide a receipt or acknowledgment compliant with IRS requirements.

**Clause 4 – Representations and Warranties**

The Donor represents that the donation is free of any liens, encumbrances, or claims by third parties. The Donor has full authority to make this Donation and that the Donation does not violate any applicable laws.

**Clause 5 – Use of Donation**

The Recipient Organization agrees to use the donation solely for the purposes intended and described herein, and in accordance with its charitable mission.

**Clause 6 – Confidentiality**

Both parties agree to maintain confidentiality of any sensitive information exchanged in connection with this Donation, except when disclosure is required by law.

**Clause 7 – Indemnification**

Each party agrees to indemnify and hold harmless the other from and against any claims, damages, or liabilities arising from breach of this Agreement or wrongful acts related to the Donation.

**Clause 8 – Governing Law and Jurisdiction**

This letter and any disputes arising from it shall be governed by the laws of the State of \_\_\_\_\_, United States. The parties consent to the exclusive jurisdiction of the state and federal courts located in \_\_\_\_\_ County, \_\_\_\_\_.

**Clause 9 – Entire Agreement**

This letter constitutes the entire agreement between the parties regarding the Donation and supersedes all prior written or oral agreements, representations, or understandings.

**Clause 10 – Amendment and Waiver**

No amendment or waiver of any provision of this letter shall be effective unless in writing and signed by both parties.

**Clause 11 – Counterparts**

This letter may be executed in counterparts, each of which shall be deemed an original and all of which together constitute one instrument.

**Clause 12 – Notices**

All notices or communications required or permitted under this letter shall be in writing and delivered by hand, certified mail, overnight courier, or email with confirmation, to the addresses provided by the parties.

**Clause 13 – No Agency**

Nothing in this letter shall create or imply any agency, partnership, joint venture, or employment relationship between the parties.

**Clause 14 – Severability**

If any provision of this letter is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

**Clause 15 – Binding Effect**

This letter shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

**DONOR'S SIGNATURE**

**RECIPIENT'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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