



Template Email for Donor to Send to Remembered Nonprofit

Subject: Estate gift to [ORGANIZATION NAME]

Hi [NAME] -

[MY WIFE AND I ARE/MY HUSBAND AND I ARE/I AM] working with a company called [Gift Planning Services](#) to think through our estate plan. We were invited to be a part of a legacy gift planning program through another organization we support, and we've learned a lot!

Through this process, we've decided to remember [ORGANIZATION NAME] in our plan. We have loved [VOLUNTEERING/BEING A PART OF THIS COMMUNITY/ETC], we believe in its mission, and want to make a long-term impact. [HERE YOU COULD INCLUDE A NOTE ABOUT THE TYPE OF GIFT YOU'LL BE MAKING AND/OR HOW YOU'D LIKE IT TO BE USED, IF APPLICABLE].

We need just a few pieces of information as we finalize our plan:

- What's the best address and phone number to list on our gift?
- What's [ORGANIZATION NAME]'s EIN?
- Is there a specific advancement/development contact I should be working with?

Thanks for your help!

[NAME/SIGNATURE]