

ON PROSPECTIVE DONOR LETTERHEAD

Date :

To,

Name of the organization

Address

Dear Sir/Madam,

This is to inform you that our organization would be keen to support <<NAME TO THE ORGANIZATION >> mission, vision and objective of the company as per defined in the Memorandum of Association of the company. We would be happy to make donations for charitable cause if the company has 80G exemption under section 80G of the Income tax Act.

With warm regard,