[Date]

[Donor’s Address]

Dear [First Name]:

On behalf of New York Institute of Technology, let me say that we are immensely pleased by your interest in making a significant investment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at this time. This note and an attached letter of agreement will reiterate our plans for the project, and outline our intentions to recognize your investment.

Let me first take a moment to remind you of the particulars of the project in question. (*may be several paragraphs, or even pages…*)

While you know that I am grateful for your offer of financial support, I must also thank you for your interest in sharing your professional advice as we move forward. NYIT is fortunate to have alumni advisors and friends in the areas of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and most other areas of public life. I look forward to meeting with you in an advisory capacity to help my administration and me with \_\_\_\_\_\_\_\_\_\_\_\_ (*the project*), ensuring that it meets its potential.

In order to move forward, I have attached a letter of agreement that I hope captures your intentions, and summarizes our conversation yesterday. Unless there are changes you would like to suggest, please kindly endorse both copies, keeping one for your records and returning one to my office in the enclosed envelope.

Sincerely,

Henry C. Foley, Ph.D.

### President

# (Name of Project/Campaign)

## Letter of Intent

President Foley, it is my intention to support NYIT’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*project*) with a gift of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*total pledge*) in cash and/or securities, payable as detailed below.

As donor, I give, grant, convey, and confirm unto the donee all rights, titles, and interests in and to said securities and/or other property included in this gift. For the purposes of investment, this gift may be combined with other funds of NYIT according to the judgment of the Board of Trustees and your administration. If this gift is not completed during my lifetime, it is understood that this agreement shall be binding on my executors or administrators, heirs, and assigns, and that failure to include such a specific bequest in my will shall not release executors or administrators from providing any remaining installments to NYIT in accordance herewith.

My first installment will be in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and will be made before December 31, 2003. Payments of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will also be made on or before December 31 in each of the following four years.

I understand, NYIT will acknowledge and recognize my gift in the Annual Giving Report, unless I specify otherwise. *(include dedications, etc., if applicable)*

Date

Pledgee

Class of XXXX

Accepted by:

Date

Henry C. Foley, Ph.D.

President