

LETTER OF INTENT

FROM: _____

TO: Beneficiaries of my Estate

RE: Gift to the Rotary Foundation

DATE: _____

Dear Family,

During my lifetime, my association with my local Rotary Club meant a great deal to me. I have indicated to The Rotary Foundation of Rotary International that upon my death my estate will give \$ _____ to the Permanent Fund of The Rotary Foundation.

In order to make administration to my estate less complicated, however, I have not formally added this charitable bequest to my will. I do, however, want my wishes carried out and I am trusting and depending upon you to make the above payment to The Rotary Foundation from the assets you receive from my estate. This allows me to satisfy the pledge I made to The Rotary Foundation during my lifetime.

The payment should be sent to the following address:

The Rotary Foundation of Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698

Signature of Rotarian

*** This is a sample of a letter of intent that should be used in lieu of a codicil if all of the estate is to be left to just the surviving spouse. It will facilitate the settlement of a simple estate.

December 30, 2012