**Accompanying Document to Soliciting, Accepting and Processing Gifts**

**and Grants from Private Sources**

**UPPS 03.05.01**

**ATTACHMENT VII**

**Sample Estate Intention Letter**

**(For Wills, Trusts, IRAs, Retirement Plans, Life Insurance)**

Date

Dr. Denise M. Trauth, President

Texas State University-San Marcos

Office of the President

601 University Drive, JCK 1020

San Marcos, TX 78666-4682

Dear President Trauth:

 It is my pleasure to inform you that I have named Texas State University-San Marcos as a beneficiary of an estate gift. This letter signifies my intention to keep in force in my estate plan a donation of approximately $amount for the further benefit of college/school/center.

 Understanding that my gift intention is completely revocable, I will inform you should I change my intent toward the University or should the dollar value of my estate’s potential donation significantly increase or decrease.

 I hope that my charitable intent will inspire others to contribute to Texas State University.

 Sincerely,

 donor name

 donor name

 Signature(s):

 Address

 Address

 City, State, Zip

 City, State, Zip Code

Date Received:

Signature

Assistant Vice President for Development

As with any decision involving your assets, we urge you to seek the advice of your professional counsel when considering a gift to Texas State University-San Marcos