

Sample Letter of Direction

Name: _____

Address: _____

Phone number: _____ E-mail: _____

The Board of Directors
101-334 Donlands Ave. Toronto, ON M4J 3R9

Dear friends:

I (we) have in my last will and testament included a gift for Link Charity Canada Inc. I would very much like to have the Link Charity Board of Directors distribute this gift to the following charitable organizations or qualified donees in the following proportions:

_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

100% (of the gift)

(These charities should be listed by their complete and proper names and full address, if available, to avoid potential confusion.)

*These gifts are to be used by the above charities in their own charitable work. If one or more of the above qualified donees no longer exists or no longer qualifies under the Income Tax Act of Canada, I request the Board of Directors to make the gift to such an organization as the Board considers closely matches the objects that I intended to benefit.

Sincerely,

Signature: _____

Witness: _____

Print name: _____

Print name: _____

Date: _____

**Alternate idea, especially if there are quite a number of charities listed:
Directors to make the gift to the other listed charities in the same proportion.
This eases the responsibility for Link Charity Canada Inc. to be objective in selecting a substitute.*

This letter should be prepared and kept with the will or your valuable papers. It can be changed at any time. When you change your mind about your charitable wishes, simply write a new letter. It is advisable that each time Link Charity Canada Inc. receive a photocopy for its records.