

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intention to provide a financial commitment of [amount] to [specific purpose or project] on or before [specific date].

This promise is made with the understanding that it will support [brief explanation of how the funds will be used]. I believe that this contribution will be beneficial for [specific reason or goal].

Please let me know if you require any further details or if there are any formalities that need to be completed on my part. I look forward to your acknowledgment of this promise.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]