

## Letter for Corpus Donation

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The President / Secretary  
Mahaguru Educational Trust  
N3, 117, 6<sup>th</sup> main, Postal Colony,  
Sanjaynagar,  
Bengaluru-560094

Dear Sir,

Sub: Corpus donation to your trust

I have observed that your trust has been doing good social work by supporting the poor and meritorious students for pursuing their higher education. Therefore, I intend to donate some amount to your Trust. Accordingly, I am sending herewith my donation with following details:

Amount in figures: ₹ \_\_\_\_\_

Amount in words: Rupees \_\_\_\_\_

Mode of payment:    Cash            Cheque            DD            NEFT            RTGS

Cheque / DD No. \_\_\_\_\_ drawn on \_\_\_\_\_ bank, dated \_\_\_\_\_

RTGS / NEFT with UTR No: \_\_\_\_\_ dated \_\_\_\_\_, done from \_\_\_\_\_ bank

I direct that this amount is intended towards corpus and not to be spent on day-to-day expenses. It may be utilized for some capital expenditure as it is a corpus donation. You may use it for construction / major repairs / renovation of building, acquiring any asset like a plot of land, a vehicle, equipment, furniture, computer etc. or give scholarships out of the interest earned from this amount.

My PAN is \_\_\_\_\_

I am sure; you will make good use of this amount on the objects as directed above. Please arrange to send a formal receipt.

Thanking you.

Yours truly,

(Mr. ....)