



Where books are only the beginning.

PHONE 830-964-3744 FAX 830-964-3126 • 1321 FM 2673 CANYON LAKE, TX 78133

Letter of Intent

In support of the objectives of the Canyon Lake Community Library District – Tye Preston Memorial Library *Be a Part of the Story* Capital Campaign, I hereby contribute the sum of \$_____ to be used for construction and furnishing of the new library building.

____ Enclosed is my one time contribution payment of \$_____.

____ I plan to satisfy this obligation over a period of _____ years (up to 5) at \$_____ per year, beginning _____ 20____ and by the same date each year until completion.

OR

____ I plan to satisfy this obligation over a period of _____ months (up to 60) at \$ _____ per month, beginning _____, 20____ and by the same date each month until completion.

Donor Signature: _____ **Date:** _____

(Please print clearly and provide name as it should appear on recognitions or printed materials)

Donor Name: _____ *If you do not want your name to appear on recognitions or printed materials, please mark this box.*

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Email: _____

Acknowledgement of this gift should be attributed to: _____

____ In Honor of **OR** ____ In Memory of: _____

Naming opportunity: _____

Notice of receipt of this gift should also be sent to:

Name: _____ *The amount of your gift will remain confidential unless you authorize its inclusion in notices and fundraising materials by marking this box.*

Address: _____

City: _____ State: _____ Zip: _____

Gifts to the campaign should be made payable to Canyon Lake Community Library District and mailed to Campaign Coordinator Roxanna Deane at the above address. The property or funds donated to the Canyon Lake Library District will be used in accordance with the provisions of 26 USC 170©(1). Adequate books and records will be maintained and made available to the IRS upon request. Please, confirm the deductibility of this donation with your accountant or tax consultant. On behalf of the Board of Trustees and Capital Campaign Committee, we thank you for your generous gift to the future of the Canyon Lake Community Library District and the Tye Preston Memorial Library.