

Date

Name of Donor
Address of Donor
Philadelphia PA (Zip)

Dear Name of Donor,

It is my understanding that you are interested in donating a preservation easement on **Address of Property** to the Preservation Alliance. The Preservation Alliance is prepared to accept the easement on this property.

In order to proceed with documentation of the easement and legal services to prepared the deed of easement and its exhibits, the Preservation Alliance requires prospective donors to sign a letter of intent and to provide an initial payment of **Amount of Deposit**, made to the "Preservation Alliance for Greater Philadelphia."

At settlement, you will be required to reimburse the Preservation Alliance for the direct out-of-pocket expenses—primarily legal expenses—incurred in the preparation of the easement materials. In addition, you will be asked to make a donation to the Preservation Alliance to support the easement program and future monitoring activities equal to 5% of the independently appraised value of the easement donation. The initial payment will be applied to the expenses or to this donation. In the event that you decide not to proceed with the easement, the initial payment will be refunded, less any expenses for legal services or staff time incurred by the Preservation Alliance for preparation of easement materials.

I am delighted that you have decided to donate a preservation easement to protect and preserve the historic character of **Address of Property**. Please confirm this intent by signing and returning this letter to me with the deposit indicated above.

Sincerely,

Caroline E. Boyce
Executive Director

Authorized Signature

Date