



**LETTER OF INSTRUCTION**  
**For use by [Organization Name] in setting up New Sub-Funds**

Truman Heartland Community Foundation  
4200 Little Blue Parkway, Ste. 340  
Independence, MO 64057

Re: \_\_\_\_\_

[Organization Name] wishes to establish this fund as a component sub-fund of the [Organization Name] Organization Fund. The purpose of the sub-fund will be: \_\_\_\_\_

A signed Investment Recommendation attached hereto as **Exhibit A** stipulates how we desire that these funds be invested.

We desire that the [annual net income] or [income & principal] be distributed to [Organization Name] for the stated purpose of fund.

Yours very truly,

**ORGANIZATION NAME**  
**ADDRESS**  
**PHONE**  
**EMAIL**

\_\_\_\_\_  
**Organization President & CEO Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Organization Chairman of the Board Signature**

\_\_\_\_\_  
**Date Signed**

Accepted By  
Truman Heartland Community Foundation:

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*President & CEO Signature*

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*Date Signed*

SAMPLE DRAFT