**SAMPLE LETTER REGARDING FIRST PAYMENT DEFERRAL**

[*Name of annuitant*]

[*Address*]

[*City/state/ZIP code*]

[*Name and title of contact person at charity*]

[*Name of charity*]

[*Address*]

[*City/state/ZIP code*]

Dear [*name of contact person at charity*]:

In connection with the charitable gift annuity established with [*name of charity*] for my benefit on [date], an initial prorated payment of $\_\_\_\_\_\_\_ will be due to be made to me on [*date*]. I hereby confirm for you that this amount should be added to the full $\_\_\_\_\_\_\_ [*monthly/quarterly/semiannual/annual*] installment amount due to be paid to me on [*date – should be in same calendar year as date of initial prorated payment*] in connection with that gift annuity.

Thank you for your attention to this aspect of the gift annuity arrangement.

Sincerely,

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

[*Name of annuitant*] Date