**SAMPLE LETTER PROMPTING AN ANNUITANT OF A FLEXIBLE DEFERRED ANNUITY TO CONSIDER WHETHER HE OR SHE IS READY TO HAVE PAYMENTS BEGIN**

[*Date*]

[*Name of annuitant*]

[*Address*]

[*City/state/ZIP code*]

Dear [*name of annuitant*]:

As you will recall, you set up a charitable gift annuity with [*name of charity*] back in [*year*]. That annuity will benefit you and, ultimately, [*name of charity*].

Under the terms of the annuity, you have the option to ask [*name of charity*] to begin making lifetime payments to you starting [*month and day*] of any year up through [*year*]. Now that some years have passed since the annuity was established, I am sending this letter simply to remind you of this arrangement.

I want to assure you that the decision about when the annuity payments should begin remains strictly up to you. Until you are ready to have them begin, there is nothing you need to do. Nevertheless, whenever you do determine you would like to have the payments begin, you should provide [*name of charity*] with written notice no later than [*number of days, per gift annuity agreement*] in advance of the date you want them to begin.

Finally, if a few more years go by without you notifying [name of charity] that you would like for the annuity payments to begin, you may receive another letter similar to this. If you have not elected payments by the time of the last date for doing so, the payments will automatically begin as of that date.

Please contact us regarding any questions you have about your annuity.

Sincerely,

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