**SAMPLE LETTER INSTRUCTING CHARITY TO RETAIN ANNUITY PAYMENTS**

[*Name(s) of Annuitant(s)*]

[*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*]:

Until further notice, please pay to [*name of charity*] the annuity amount payable to [*me/us (or upon the death of one of us, to the survivor of us)*] under Gift Annuity Number \_\_\_, pursuant to the gift annuity agreement dated [*date*] between [*me/us*] and [*name of charity*].

[*I/We*] understand that [*I/we*] will continue to be taxed on the payments as though they were being made directly to [*me/us*]. Nevertheless, [*I/we*] also understand that [*name of charity*] will provide [*me/us*] with a contemporaneous written acknowledgment of every payment made to [*name of charity*], as each such payment will constitute a charitable contribution by [*me/us*] to [*name of charity*].

[*I/the two of us while both of us are living and the survivor of us once one of us has died*] hereby reserve the right to modify or cancel this instruction at any time by delivering to [*name of charity*] a revised instruction document signed by [*me/both of us, or if one of us is no longer living, by the survivor of us*].

Thank you very much for your cooperation in carrying out this instruction.

Sincerely,

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

[*Name of first annuitant*] [*Name of second annuitant if applicable*]

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

Date