*[Date]*

*[Name and address of estate representative]*

Dear *[Salutation]*:

*[Opening expressing condolences, etc as appropriate]*

As you may know, *[Annuitant name]* was receiving payments from a charitable gift annuity issued by *[Charity name]* in *[Year]*. The annuity agreement provides that the last annuity payment is to be the last payment preceding the death of the annuitant. See paragraph *[Number]* of the attached annuity agreement.

*[Adapt the paragraph below, as needed, to identify all payments issued after death. If payments were issued but not deposited, request their return rather than a refund.]*

Unfortunately, due to a delay in receiving notification of the death of *[Annuitant name]*, *[Charity name]* erroneously issued an annuity payment of $*[Amount]* on *[Date]* which was received and deposited by the estate. We must ask that the estate promptly refund $*[Amount]*.

*[Closing paragraph expressing gratitude, memories, mission, etc.]*

Sincerely,

*[Name, title, and contact information of charity representative]*