*[Date]*

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

[*Address*]

[*City/state/Zip code*]

Dear [*Name(s)*]:

Enclosed you will find the following documents relating to your new gift annuity with [*name of charity*]:

1. Your *[duplicate original or photocopy]* of the Gift Annuity Agreement.

2. A Summary of Accounting and Tax Information to be used in the preparation of your income [*and gift*] tax return[*s*].

3*. [If applicable:* A Statement Concerning Applicable Federal Midterm Rate Election to be filed with your income tax return*.]*

4. *[One charitable deduction calculation sheet/Two different but related charitable deduction calculation sheets]* showing the amount of your income tax deduction, for you to file with your tax return.

If you have questions about any of this information, please contact *[person]* at [*name of charity*], *[phone number]*. We appreciate the commitment you have made and will do our best to assure that all of your expectations are met.

Sincerely,

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

Enclosures