**Sample Letter Instructing Charity to Retain Annuity Payments**

[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]:

Until further notice, please pay to [name of charity] the annuity amount payable to me (or upon my death) pursuant to the gift annuity agreement dated [date] between myself and [name of charity].

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

I 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.

I look forward to making an immediate impact to [name of charity].

Sincerely,

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

[Name of annuitant]