



Annuity Termination Letter

Date

Re: *(Name of Estate)*

Salutation:

[Use this paragraph when asked by the family or executor of the deceased annuitant's estate for information concerning the annuitant's gift annuity with your charity. If you are sending the letter on your own initiative, delete this paragraph.]

This letter is in response to your request for information regarding *(Name of Annuitant)*, deceased *(Date of death)*.

[Begin your letter with this paragraph to notify the deceased annuitant's family or estate executor of an undistributed investment in contract interest that may be claimed as a deduction in the annuitant's final tax return.]

(Annuitant's Name) established a gift annuity contract with *(Charity Name)* on *(Date)*, a copy of which is enclosed. The Estate of *(Name of Annuitant)* can declare an additional deduction on the deceased annuitant's final income tax return in the amount of (\$). This amount is the undistributed investment in contract.

The annuitant's undistributed investment in contract equals the additional total amount of tax-free income that *(he/she)* would have received had *(he/she)* lived to receive all remaining distributions of tax-free income. This deduction should be reported as a miscellaneous deduction, not as a charitable deduction.

If you require additional information, please do not hesitate to call me.

Sincerely,