

**[Insert Church Name]**  
**Annual Contribution Letter and IRS/Contribution Statement**  
**Request Form**

The [Insert Church Name] Annual Contribution Letters and IRS/Contribution Statements are distributed upon request. To request your letter or statement, please complete the information below and return this to the Church Administration Office or scan and email it to [Insert Contact Name and Email Address] by [Insert Date and Time].

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Envelope #: \_\_\_\_\_

Please check the ones you need below.

Annual Contribution Letter

Annual IRS/Contribution Statement