January 5, 2012

Mr. and Mrs. John Smith

1234 Maple Ave.

Hometown, US 12345-6789

Dear Mr. and Mrs. Smith:

Thank you for your contribution to Grace Family Fellowship. Your gift of mutual funds was:

* Name of mutual fund: Vanguard 500 Index (VIFSX)
* Number of shares: 125.27 shares
* Date of transfer: January 3, 2012
* Mutual fund value at close on date of transfer: $97.13
* Total value of contribution: $12,167.48
* Funds contributed to:
* 2012 Operating Ministry Budget

The date of transfer is the date on which the mutual fund was transferred to Grace Family Fellowship. The IRS requires that mutual funds be valued using the price at the close on the date of transfer. Grace Family Fellowship sells all mutual fund gifts immediately.

For IRS purposes, I must inform you that the gifts contained in this letter are based on intangible religious benefits. You did not receive any goods or services from Grace Family Fellowship for this contribution.

Thank you again for your gift. Your continued support of the ministries of Grace Family Fellowship is greatly appreciated. If I may be of further help please let me know.

Sincerely,

Church Administrator