

# SAMPLE

Date

Church  
Address

Dear (Name of Church) Vestry:

Under Section 107 of the Internal Revenue Code, a minister of the Gospel may exclude from Federal Income Tax a housing allowance paid to him as part of his compensation, to the extent used by him to rent or otherwise provide a home. As an ordained minister, I qualify for such exclusion and am hereby requesting that \$\_\_\_\_\_ of my compensation package from January 1, 2005 to the end of the year 2005 be designated as housing allowance.

I appreciate your consideration of this matter.

Sincerely,

