**[Name of your church]**

[Address 1]

[Address 2]

[Address 3]

[Address 4]

[Address 5]

[Date]

Dear *[Name, handwritten]*

I am writing to express my grateful thanks for your continued generous support for the mission and ministry here at *[****name of church]*** through your regular giving. Our records show that you gave *[£xxxxx]* to *[****name of church]*** during the past year.

As a result of your giving and the support of other regular givers, we have been able to achieve a number of important things during the past year. These include *[add your own examples]*:

* *[paying our Parish Support Fund pledge in full, which pays for the costs of the ministry we receive and give to others]*
* *[running a successful youth club, with more than xx young people attending]*
* *[offering training and resources for our new pastoral visiting team]*
* *[installing a new sound system]*
* *[giving away more than £xxxx to support our chosen mission agencies and charities – list these].*

We have claimed Gift Aid on donations where people have signed a Gift Aid declaration. If at any time you find you are no longer a taxpayer then please do let us know as we must be careful to claim Gift Aid only on taxpayers’ donations.

Once again, thank you for your generosity and for your continued support and encouragement, all of which is greatly appreciated.

Yours sincerely

***[Sign personally]***

***Gift Aid Officer/Treasurer***