**[Name of your church]**

[Address 1]

[Address 2]

[Address 3]

[Address 4]

[Address 5]

[Date]

Dear *[Name, handwritten]*

Thank you!

I am writing to thank all of our regular givers for their generous giving, which is a vital enabler of the mission and ministry of our work together as a church.

Last year we were able to *[add your own examples]*:

* *[pay our Parish Support Fund pledge in full, contributing our share of the costs of ministering to every person living in this area and the wider Diocese]*
* *[start a new youth club, with costs of up to £xxxx]*
* *[upgrade the kitchen in the church hall and repair the church heating system. This ensures that we keep our building in good shape]*
* *[give away more than £xxxx to support our chosen mission agencies and charities – list these].*

None of this would have been possible without the generous support of our regular givers ― you are making a real difference!

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 me know as we must be careful to claim Gift Aid only on taxpayers’ donations.

Once again, thank you for your donations to the work of *[****name of church]***.

Yours sincerely

***[Sign personally]***

***Gift Aid Officer/Treasurer***