**[Name of your church]**

[Address 1]

[Address 2]

[Address 3]

[Address 4]

[Address 5]

[Date]

Dear *[Name, handwritten]*

On behalf of *[name of church]*, thank you!

As we draw together our accounts for *[20xx-xx]*, I am writing to thank all our regular givers for their generous support. Regular givers like you are absolutely vital to the mission and ministry of *[name of church]*.

Thank you for your own regular gifts of *[£xxxx]* during *[20xx] [which, with Gift Aid, came to £xxxx]*. We have been able to claim Gift Aid on your donations as you 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.

Because of your committed support, last year we were able to *[add your own examples]*:

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

Looking ahead, it is good to know that, because of generous regular givers such as you, we can plan for *[name of church’s]* continued growth with confidence. Once again, thank you very much for your regular and committed giving.

Yours sincerely

***[Sign personally]***

***Gift Aid Officer/Treasurer***