



Sample Thank You Letter



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Overview

As part of your Stewardship Strategic Plan you should be recognizing those in your congregation who support the church through financial gifts of all sizes. In this guide we've included a sample for you to edit.

Instructions:

1. Copy the text for the letter and paste it into a Google doc, Word document or other word-processing program that you can later use with a mail merge.
2. Insert the necessary text in the fields that are in brackets, for example: <enter name here>.
3. Personalize each letter by using mail-merge tools.
4. Print the letter(s) on your church letterhead.
5. Mail letters according to the schedule set forth by your Stewardship Committee.

If you have questions about the appeal letter process or distribution, send your question our way at office@church-development.com

Thank You

[Enter Date]

Name
Address
Address

Dear [enter first name(s)],

Thank you for your continued support of our ministry work at [Enter Name of Church].

For your convenience, I have enclosed your quarterly giving statement, which details your financial contribution to our church. We truly could not fulfill our mission to spread the love of God without your support.

Your giving does make a difference, and I wanted to share a few ways that your financial support has helped advance God's Kingdom:

- [Enter positive ministry result]
- [Enter positive ministry result]
- [Enter positive ministry result]

We verify that you received no goods or services of value in exchange for your deductible donation. Please keep this letter with your tax records as receipt of your charitable donation.

If I can be of assistance, please feel free to reach me at the church office. Thank you again for your generous support of our church.

In Christ,

[Insert Pastor's signature]

[Enter Pastor's Name]