



# [Church]

[Church Address]

[Church Phone and/or Website]

[Date]

[Member's Name]

[Address]

[City, State Zip]

Dear [Member's Name]

[Church Name] would like to thank you for your generosity and gifts throughout 20\_\_. You've been a great part of this wonderful work of Jesus Christ.

For income tax purposes, we have to state that you did not receive any goods or services in return for any of these contributions other than intangible religious benefits. You made these gifts out of your own generosity and commitment to Jesus Christ.

Our records indicate your total contributions for the year 20\_\_ are [amount of total contributions].

Also enclosed, you will find a detailed breakdown and summary of your giving during this past year. Please take the time to carefully review this record of giving for accuracy, and if you have any questions, please feel free to contact our Church Treasurer at [Phone Number].

Sincerely,