

[Church Name]  
[Church Address]  
[City, State Zip]  
[Church Phone]

## [Church Name]

[Date]

[Church Member's First and Last Name]  
[Church Member's Address]  
[City, State Zip]

Dear [Church Member's Name],

We thank God for you! Your gifts to [Church Name] throughout 20\_\_ are gratefully acknowledged.

Because of your contributions, our congregation has been able to support the work of Jesus Christ locally, regionally, and around the world.

Attached is an itemized statement of your contributions for 20\_\_, according to our records.

If you have any concerns about the accuracy of this information, please let us know. For income tax purposes, it's important for us to state here 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 show that your total contributions for the year of 20\_\_ are [Amount of contributions for member(s) throughout the year].

Once again, thank you for your generous commitment to the work of Jesus Christ through this church.

Sincerely,