

.....

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

[Church Name]

[Date]

[Donor's Name]
[Donor's Address]
[City, State Zip Code]

Dear [Donor's Name],

We want to take this opportunity to **Thank You** for your generous donation to [Church Name] for our [Name of Fund, Etc.] going towards [Name of Project].

According to our records at this present time, your total charitable contribution for [Date of Donation] is [Amount of Donation] (Check # _____).

If you have any questions or concerns, please do not hesitate to contact me at [Contact Number]. Again, we want to give a **Special Thank You** to you. We greatly appreciate your donation. May God richly bless and keep you.

Sincerely,

[Name],
[Title]

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