*Name of Church, Parish*

Name of Reverend

Address of Church

Contact Telephone and Email address

Dear First Name *and Partner/Family name if appropriate*

I am writing to express my grateful thanks for your prompt and generous response to our recent appeal. Your heartfelt concern and practical action are a real encouragement to me and will encourage others in our church as they make their own response.

Of course I am not aware of the details of individual responses; the information is confidential to our treasurer / planned giving officer *(edit as appropriate)*. But I am aware of the general level of response and I know that you will also be encouraged by what has happened so far.

When Gift Aid is added to the pledges received we will be able to count on an additional £xxx per month, which equates to about £x,xxx in a full year. This figure will do much more than simply balance our budget for the coming year. This wonderful response gives us the freedom to invest in new and existing areas of ministry in the church.

You can rest assured that your giving is making a real difference in this church and in the wider community. I am delighted by the response.

Once again thank you for your generosity, support, encouragement and partnership in our ministry here in [insert name of parish] It is greatly appreciated, never taken for granted and will help our church to move forward.

If you would like to discuss any aspect of Giving in Grace or the ministry of our church please do not hesitate to contact me.

Yours sincerely,

[Insert Signature of Reverend]

[Insert Name of Reverend]