**YOUR CHURCH LETTERHEAD**

**WITH ADDRESS AND**

**CONTACT INFO**

January 29, 2016

Mr. John Doe

20 Main Street

Yourtown, Alberta T5G 0Y0

Dear Mr. Doe:

Thank you for your donation to *(put name of your church)* this past year. Your 2015 tax receipt for $ *(put total amount of donation)* is enclosed. Thank you.

Your ongoing support for the ministry of *(your church name)* has helped us to take the Gospel message to our community and to offer specialized programs for children, youth and adults.

This year marks our \_\_\_\_ anniversary. We are grateful for the faithful support of so many who partner with us to spread the Good News of God’s love in our community.

Thank you once again for your support. Together we can make a difference.

Sincerely,

Pastor (*put Lead Pastor’s name)*