

[Your Church's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Church's Name], I would like to extend our heartfelt thanks for your generous donation of [specific amount or item] received on [date]. Your support plays a crucial role in enabling us to fulfill our mission and serve our community.

Your contribution helps us [briefly mention what the donation will support, e.g., feed the hungry, fund outreach programs, support youth activities, etc.]. We are truly grateful for your kindness and commitment to our cause.

Thank you once again for your continued support and for being a valued member of our church community. May God bless you abundantly!

Warmest regards,

[Your Name]

[Your Title/Position]

[Your Church's Name]

[Contact Information]