

[Your Church's Name]
[Church Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

As we approach the end of another year, we at [Your Church's Name] want to take a moment to express our heartfelt gratitude for your generous support throughout the year. Your contributions have played a vital role in our mission to [briefly state mission or purpose, e.g., serve our community, spread the Gospel, etc.].

This past year, we have been able to [mention specific achievements, projects, or impact made possible by donations, e.g., feed the hungry, support local families, evangelize, etc.]. None of this would have been possible without your faithful support.

As we look forward to the year ahead, we invite you to consider making an end-of-year donation to help us continue our work and reach even more people in need. Your gift, no matter the size, makes a significant difference in our ministry.

Please remember that donations made before December 31st can be deducted from your taxes for this year.

Thank you once again for your partnership and dedication to [Your Church's Name]. We are incredibly grateful for you and look forward to what we can accomplish together in the coming year.

Blessings,

[Your Name]
[Your Position, e.g., Pastor]
[Your Church's Name]