

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Church Name]
[Church Address]
[City, State, Zip Code]

Dear [Recipient's Name or Church Family],
As we approach the end of the year, I would like to take a moment to express my heartfelt gratitude for the impact our church has had on our community and on my life. Your dedication to spreading love, support, and faith has not gone unnoticed.

In this spirit, I am writing to confirm my year-end charitable donation of [amount] to [Church Name]. This contribution is made with the hope that it will assist in continuing the important work we do together, from outreach programs to community events and spiritual guidance.

Please find enclosed my donation. If you require any additional information regarding my contribution for tax purposes, feel free to contact me at [your phone number/email].

Thank you for everything you do. I look forward to continuing to support our mission in the coming year.

Wishing you blessings and peace,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Member ID (if applicable)]