Sending an annual thank you letter

Some tips:

* A thank you letter is a thank you! No P.S. please would you review your giving and see if you can increase it.
* It’s really good to include some of the ways that financial giving has enabled ministry and mission. Sometimes people feel as though their giving doesn’t make any difference, and these letters can help with that.
* It’s good to do something different each year – don’t use the same template over and over again. It can come from different people (although if it includes the amount given, it should come from someone the giver expects will know the details of their giving.) It could be a short handwritten note one year.

The following pages provide three templates that can be customised:

**St Agatha’s PCC, Anytown**

Address 1

Address 2

Address 3

# Address 4

Date

Dear ,

Thank you!!

I am writing to all of our regular givers to say “Thank you”! Your generous giving is a vital enabler of our work together as a church.

Last year we were able to:

* start a new youth club, with set up costs of over £1500.
* pay our Parish Offer, contributing to the costs of mission and ministry in our parish and mission community
* upgrade the kitchen in the church hall, and repair the church heating system. This ensures that we keep our building in good shape.
* give away over £x to support our four chosen mission agencies and charities: a, b, c and d.

All of this takes time and money, and it wouldn’t have been possible without the generous contribution of our regular givers - you are making a real difference!

Yours sincerely

The Revd Somebody Somebody

Priest-in-Charge of St Agatha’s

St Nicholas’ New Town

***Address 1***

***Address 2***

***Address 3***

***Postcode***

***Date (January / February)***

*[Handwrite in blue ink: Dear xxxxxxx],*

**On behalf of St Someone’s, thank you!**

As we draw together our Accounts for [20XX], I am writing to thank all our regular givers for their generous contributions. Thank you for your own regular gifts of [£xxxx] during [20XX] [which, with giftaid, came to £xxxx[[1]](#footnote-1)\*].

Regular givers like yourself are absolutely vital to St Someone’s mission and ministry. Between us, we gave £xxxxx during [20XX], which makes up [xx%] of our total income. Through this generosity, last year we were able to:

* Pay our Parish Offer, which contributes towards the costs of the ministry in this church and mission community;
* Contribute towards the costs of our deanery ‘Network Youth Worker’, who is engaging with over xxx young people every month
* Run our soup kitchen for the homeless, serving hot food to xxx people each winter;
* Undertake vital repairs to the roof, and re-fit our rather historic toilets!
* Give away £xxxx to support our chosen mission agencies and charities , including xxxxxxxxxxxxxxx, xxxxxxxxxxxxxx, and xxxxxxxxxxxxx, as well as supporting Firstname Lastname during her mission posting to Uganda.

Looking ahead, it is good to know that – because of generous regular givers like you – the PCC can plan for St Someone’s continued growth with confidence. Once again, thank you very much for your own regular and committed giving.

Yours sincerely,

*[Sign by hand in blue ink]*

***A.N.Other***

***Treasurer***

St Someone’s Church, Sometown

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Date***

**(Handwrite in Dear x)**

On behalf of the PCC, I am writing to express our grateful thanks for your continued commitment to give regularly to enable our mission and ministry here at St. Someone’s. Our records show that you gave ( include amount) to St Someone’s during the past year. If you are a higher rate taxpayer, can I just remind you that you can benefit from further tax relief which can be claimed through your tax return as Gift Aid is only reclaimed by the PCC at the standard rate.

As a result of your giving, and the contribution of other regular givers, we have been able to achieve a number of important things during the last year. These include :

* paying our Parish Offer in full, which contributes towards the costs of the ministry we receive in this church and in the wider mission community.
* Contributing towards the costs of our deanery ‘Network Youth Worker’, who is engaging with over xxx young people every month
* offering training and resources for our new pastoral visiting team who visit the elderly
* installing a new sound system (or some other repair) to ensure that we keep our building in good shape.
* giving away over £x to support our chosen mission agencies and charities : a, b, c and d.

Once again thank you for your generosity and for your continued commitment and encouragement, all of which is greatly appreciated.

Yours sincerely

**(Sign personally)**

***A.N.Other***

***Gift Aid Officer***

1. \* Don’t forget that if you are a higher-rate taxpayer giving with giftaid, you can reclaim via your tax return the difference between standard rate and higher rate tax. [↑](#footnote-ref-1)