[Date] [THANK YOU letter - please delete before printing]

[Dear name, by hand in blue ink]

I am writing to thank everyone for their wonderful response to our planned giving appeal.

Please accept my warm and grateful thanks to you for your part in this generous commitment. Your prompt response to our appeal, your support, concern and practical action are a real encouragement and I trust that you will also be encouraged by the response from the whole church family.

The increase in planned giving, as well as the increase in the numbers of families joining our planned giving scheme, will do so much more than balance our budget for the coming year. It helps make us financially secure and we can grow both new and existing areas of ministry in the church. For example [edit to suit eg we can now offer training and resources for our new pastoral visiting team who visit the elderly, the housebound and the bereaved of the parish; we will be able to refurbish the kitchen for use by local community groups; we can ]. You can be very confident that your giving is making a real difference to people’s lives in this church and in our community.

Once again thank you for your generosity, encouragement and partnership in our ministry here in [Anytown]. It is greatly appreciated, never taken for granted and will help our church to move forward. If you would like to discuss any further aspect of our church’s finance or the appeal, please do not hesitate to contact me.

Yours sincerely

[Treasurer]

Note: if the Chaplain is writing the letter you can include the following lines –

*I do not know the details of individual responses; all financial giving is confidential to our treasurer. But I am aware of who has responded and of the overall increase in giving.*

*If you would like to discuss any aspect of the ministry of our church please do not hesitate to contact me.*