Your Church Letterhead

Date:

Name

Address

Address

Dear \_\_\_,

**Personalize to the church:**

1. Thank the individual or family for their contribution and include a few paragraphs about how the funds were spent.
2. How did the church reach to the community?
3. How many people came to Christ this year?
4. How many were involved in discipleship?
5. This is an opportunity to engage and inspire the congregation

in their partnership with the church.

1. Enclosed you will find your giving statement for 20XX.
2. We look forward to partnering with you as we impact our region for Christ in 20XX and beyond.

**Standard Language**:

We advise you to keep this letter for tax purposes at the end of the year since our ministry XXX Foursquare church is part of the International Church of the Foursquare Gospel, and as such is a 501-(c3) non-profit organization under group ruling number 1061. This tax-exempt status

allows us to receive both cash and non-cash contributions, which are tax deductible on the part of the contributor. There were no goods or services received in exchange for this donation.

Salutation,

Pastor