**Sample letter – Year End Thank You and Record of Gifts**

Name and address

Dear Name

I am writing to express my grateful thanks for your continued generous support for the mission and ministry here at St XXX’s through your regular giving. As a result of your giving, and the support of other regular givers, we have been able to achieve a number of important things during the last year. These include:-

·  Paying our Parish Share in full, which pays for the costs of the ministry we receive.

·  Running a successful youth club, with over a dozen young people coming most weeks.

·  Offering training and resources for our new pastoral visiting team who visit the elderly

·  Installing a new sound system and ensuring that we keep our building in good shape.

·  Giving away 10% of our income to support our chosen mission agencies and charities.

Our records show that you gave £XXX to St XXX’s during the year 6 April 20XX to 5 April 20XX, on which we can claim tax of £XXX under the Gift Aid scheme. If you are a higher rate taxpayer, you may find this information helpful for your Tax Return, as you may be able to attract a personal tax rebate on this sum. Some people have given this additional sum to the church when it has been received.

Since it is important that we do not reclaim more tax than you have paid, please keep an eye on the total of the donations you make under Gift Aid to all charities and Community Amateur Sports Clubs. You will need to declare how much you have given during each tax year on your Tax Return if you receive one. If you have any concerns or questions about the Gift Aid scheme, please do not hesitate to get in touch with me.

It is regular giving which enables the PCC to plan ahead with confidence and enables the work of St XXX’s to continue. Once again, thank you very much for your own regular and committed giving.

Yours sincerely

Name

Treasurer