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| Yellow text on a black background  Description automatically generated with medium confidence |  |

Dear Sir/Madam/ Full name of the donor,

We at (your Church name) am bestowed with some of the finest congregation. We have always reached out to our congregation for any help and support we have required over time. And with God’s grace, we have been self-sufficient within our congregation itself.

Today we received a generous check of (donated amount) and we feel elated to be in your thoughts for contributing towards the noble cause of (program name). Your utmost dedication towards the Church has been noted and appreciated. We appreciate and accept this kind gesture with open arms.

In the name of the Almighty, we thank you and extend our gratitude. Also, please keep a copy of this letter, which will also serve as an official receipt for the generous donation, for tax returns. By the end of the financial year, we will also be sending a receipt along with the complete expenses where the money has been used.

Thanking you once again for your generosity.

Yours in Christ,

(Your name)

(your designation)

(your contact number)

(your email id)