

*Dear Mr Willis,*

*I would like to extend my sincere gratitude to you and your family for your generous contribution yesterday toward the betterment of the church. The money you have donated will be used for clearing the yard and also to repair some of parts of the roof as we prepare for winter. I cannot begin to tell you how important these repairs are and your contribution came at just the right time.*

*If you don't mind I will include your name as one of our benefactors for the month in our monthly newsletter. I hope to see your wonderful self in our church on the coming Sunday.*

*Once again thank you very much.*

*Regards,*

*Pastor Bruce*