[Date]

Dear [Name],

[Church Name] would like to thank you for your financial support of the work of God through our church. Our records show that you gave $[total amount given] for the time period of [January 1, 2012 through December 31, 2012]. Please notify us within 30 days if this is not accurate. You should retain a copy of this letter for tax purposes.

For income tax purposes, it is important for us to state here that you did not receive any goods or services in return for any of these contributions other than intangible religious benefits. You made these gifts out of your own generosity and commitment to Jesus Christ.

Your gifts to God and the church are greatly appreciated. They support the various ministries of this congregation in spreading the love of God to our neighbors near and far. Thank you and have a Blessed [2013]

Yours in Christ,

[Your Name]

[Title]