DATE XXXXXXX

Dear XXXXXXXXX

I have the pleasure of writing on behalf of XXXXXXXX PCC to thank you for your very kind financial support for our church.

We appreciate that your giving is in response to God’s love for you and your kindness has helped us to fund

* pre-school groups
* coffee mornings
* support groups
* providing a safe and quiet place for people to visit and pray
* projects in our local church as well as support Christian projects across our diocese.

(delete or add as appropriate)

May I take this opportunity to reiterate our grateful thanks and to wish you good health.

With every blessing,

PCC Treasurer,

XXXXXXXXXX