

DONOR/GIVING STATEMENTS

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Year-End Contribution Statement Template

[Church Name]

[Church Address Line 1] [Church Address Line 2]

[City, State ZIP]

[Phone] | [Email] | [Website]

Date: *[Month Day, Year]*

To:

[Donor Name]

[Address Line 1] [Address Line 2]

[City, State ZIP]

Contribution Statement for Tax Year [Year]

Dear *[Donor Name]*,

Thank you for your faithful generosity to *[Church Name]* during *[Year]*. Your giving supports our shared ministry of worship, discipleship, and service in the community.

According to our records, your total contributions to *[Church Name]* for the year *[Year]* are as follows:

Summary of Contributions

Total contributions for *[Year]*: *[\$[Total Amount]*

Itemized Contributions

Date	Description / Fund	Amount
<i>[MM/DD/YY]</i>	<i>[General Fund]</i>	<i>[\$[0.00]</i>
<i>[MM/DD/YY]</i>	<i>[Missions / Outreach]</i>	<i>[\$[0.00]</i>
<i>[MM/DD/YY]</i>	<i>[Building or Special Project]</i>	<i>[\$[0.00]</i>
...TOTAL		...

Total tax deductible contributions: *[\$[Total Amount]*

No goods or services were provided in exchange for these contributions, other than intangible religious benefits.

Please keep this statement with your tax records. If you have any questions about this record of your giving, contact our church office at [phone] or [email].

With sincere gratitude,

[Signature]

[Name of Pastor or Treasurer]

[Title]

[Church Name]

Year-End Donor Thank You Letter Template

(Financial Contributions)

[Use on church letterhead]

Date: [Month Day, Year]

Dear [Donor Name],

Thank you for your generous support of [Church Name] throughout [Year]. Your giving has made a real difference in the life of our congregation and in the community we serve.

Because of your faithfulness, we were able to:

- [Example: Provide weekly worship, teaching, and pastoral care,]*
- [Example: Support outreach efforts such as food baskets, youth programs, or community partnerships,]*
- [Example: Maintain our building as a welcoming place for ministry and service.]*

We do not take your generosity for granted. Every gift, large or small, is a sign of trust in God and a partnership in the work we are called to do together.

In the coming year, we look forward to continuing this work with you, as we seek to follow Christ, love our neighbors, and strengthen our community.

With gratitude,

[Signature]

[Pastor's Name]

[Title]

[Church Name]

P.S. Your year end contribution statement is enclosed for your records. If you have any questions, please contact [contact name] at [phone/email].

In Kind Donor Thank You Letter Template

(Gifts of goods, services, or volunteer time)

[Use on church letterhead]

Date: [Month Day, Year]

Dear [Donor Name],

On behalf of [Church Name], thank you for your generous in-kind gift of [brief description, for example, "thirty winter coats for children" or "professional painting services for the fellowship hall"] received on [date].

Your willingness to share your resources in this way has helped us:

- [Example: Meet practical needs for families in our community,]*
- [Example: Improve our facility so ministry can be done in a safe and welcoming environment,]*
- [Example: Expand our outreach to those who might not otherwise be reached.]*

We are deeply grateful for your partnership. Your gift reflects both compassion and commitment to the well-being of others.

For your records:

Description of in-kind gift: [describe the items or services]

Date received: [date]

Estimated value: [leave blank for donor to determine or note "The church does not assign a monetary value to in-kind donations."]

Thank you again for standing with us in ministry. We pray that God will continue to bless you as you bless others.

With gratitude,

[Signature]

[Name], [Title]

[Church Name]