Sample Tax-Receipt Thank-You Notes

Fill the envelope! When you send out the annual charitable gift tax receipts to donors in your congregation, make use of the opportunity to thank them by including a brief thank-you note. Here are some samples for you to use or adapt to your situation. The note should by signed by the minister and the chair of board/council/etc.

# Sample 1

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_

What a pleasure to be able to thank you for your gifts to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ United Church. While it is true that your gifts make it possible for us to care for people and make a real difference in their lives through all we do in the areas of **worship**, **learning**, and **serving**, I hope that you have discovered how important giving and generosity are to deepening your own life of faith. Ultimately, that’s really what \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ United Church is all about: drawing people closer to Jesus and deeper into God’s mission for the world (*or insert your short pithy mission statement*).

So, not only am I thanking you for your gift, I am also thanking you for your generosity. It is a sure sign of your desire to grow in faithfulness and enact your faith in Jesus.

For all you do and all you give; THANK YOU!

# Sample 2

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No matter how many times we say it to you, we can’t say it enough―THANK-YOU!

Thank-you for what you are doing as part of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ United Church.

Thank-you for your financial gifts to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ United Church.

Your generosity is a sure sign of your faithfulness to Jesus and to being a part of God’s mission to the world. Your generosity enables the church to **worship**, **learn**, and **serve**. Your generosity makes a real difference in people’s lives.

Thank you. Thank YOU. THANK YOU!

# Sample 3

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_

You did it! Your giving and generosity show how much you care about drawing people closer to Jesus and deeper into God’s mission for the world (*or insert your short pithy mission statement*).

(*Add a brief paragraph about one way your congregation recently made a difference in someone’s life.*)

Thank you so much for all you do and all you give. You are appreciated!

Thank you.

# Sample 4

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I’m sure you are aware that as the society around us continues to change, it is more and more challenging to live out our Christian values. That’s why I am so grateful to be able to say, “Thank you” to you for your gifts to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ United Church. Your generosity is a statement of your faith. Your generosity is another way to stand in opposition to greed and selfishness and consumerism.

Your generosity also makes it possible to provide programs so people can encounter God’s love, as they **worship**, **learn**, and **serve.** What a difference that can make for people!

(*Add a brief paragraph about one way your congregation recently made a difference in someone’s life.*)

For all you do and all you give, we are grateful.

Thank you!

# Sample 5: To thank people who do NOT get a tax receipt

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I’m sure you are aware that as the society around us continues to change, it is more and more challenging to live out our Christian values. That’s why I am so grateful to be able to say “Thank you” to you for your involvement with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ United Church. It is a statement of your faith.

We hope you have encountered God’s love as you **worship**, **learn**, and **serve.** What a difference that can make!

(*Add a brief paragraph about one way your congregation recently made a difference in someone’s life.*)

We are grateful for you.

Thank-you!

If you found this resource helpful, please let us know! We value your input.  
Dave Jagger [djagger@united-church.ca](mailto:djagger@united-church.ca)