Date

Dear name,

Thank you for your financial commitment to <congname> for [year]. Your financial commitment, along with that of many others, makes it possible for the congregation to plan our ministry for the coming year. According to our records, you have indicated that you plan to give \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ each \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If this is inaccurate, please contact [details].

<congname> anticipates an exciting year next year. [Give several examples of things that will be happening during the year]

Again, thank you for your financial commitment to <congname>. Because of you, we are doing great things together in the name of our Lord.

Blessings,

Financial Secretary