Church Year-End Giving Thank-You and Acknowledgment

Preparation instructions: Complete the fields and list every monetary contribution covered by this acknowledgment. Add rows as needed. Use this version only when the church provided no goods or services in return for the listed gifts. Remove these preparation instructions before sending.

For gifts involving benefits or donated property, prepare separately reviewed acknowledgment wording rather than using this version unchanged.

Year-end giving acknowledgment

Church name _____

Church mailing address _____

Church contact email and telephone _____

Date issued _____

Calendar year covered _____

Donor name _____

Donor mailing address _____

Dear _____

Thank you for your generosity throughout the year. We are grateful for your support and the care it expresses for our church community.

Your giving is appreciated. Thank you for supporting the life and ministry of this church.

The church identified above acknowledges the monetary contributions listed below for the calendar year shown. Please keep this letter with your records.

Contribution record

Contribution date	Monetary amount	Fund or purpose, if applicable

Contribution date	Monetary amount	Fund or purpose, if applicable

Total monetary contributions listed above _____

Acknowledgment

The church did not provide any goods or services in exchange for the contributions listed in this acknowledgment.

Questions or corrections

Please review the dates and amounts. If something appears missing or incorrect, contact the person listed below so we can review our records with you.

Contact name and role _____

Contact email or telephone _____

With gratitude,

Sender name _____

Sender role _____

Signature _____