

The materials in this manual are only for the use of the parishes in the Diocese of Madison. They may not be used by any other parish or diocese without the written consent of the Diocese of Madison.

## **Sample Gift Confirmation Letter**

Date

Name

Address

City/State/Zip

Dear \_\_\_\_\_ ,

We want to thank you for the commitment you made during our recent Parish Offertory Program. Your generosity and that of many other members of our parish family assures us that there will be enough income to meet our foreseeable financial obligations during the coming year.

Our records indicate that you have committed \$ \_\_\_\_\_ per week. Please be sure to call \_\_\_\_\_ at \_\_\_\_\_ if this information is not correct.

All of the commitments made during the Parish Offertory Program have given our parish the financial stability that we will need during the coming year.

Please keep in mind that your commitment should begin this weekend.

Once again, thank you for responding to our request. May God's blessings be with you and your loved ones.

Sincerely yours in Christ,

Pastor