[Your Name  
Parish’s Name  
Street  
City, Postal Code]

Dear Joe Johnson,

Glory be to Jesus Christ!

Here at St. Joe’s Parish we want to send you our appreciation for your constant support. Your gift of $75 makes a great difference in achieving our parish mission.

Thanks to your generosity and dedication to championing our mission, we were able to:

* **List where your funds are going to here:** Even if you do not exactly know where the funds are going, it’s vital to outline where general funds are put towards.
* **Parish maintenance:** Ensuring our property is kept clean and orderly.
* **List at least three areas funds are put towards**: so your supporters understand their hard earned dollars are being put to use today and not for other causes.

From all of us here at St. Joe’s Parish, *we thank you again for being a part of our monthly/giving donor community!*

May God continue to bless you and your family,

Parish Priest Signature