**Sample letter – Thank you for your Gift Aid declaration**

Name and address

Dear Name

Thank you for the return of your signed Gift Aid Declaration and regular giving form. Regular giving is vital to the ministry and mission of our church and enables the PCC to plan ahead with confidence to enable the work of St XXX’s to flourish.

Your Gift Aid Declaration will allow us to reclaim tax on all your donations, provided I know they have come from you. If you make any extra or occasional donations during the year, please make sure I know they are from you, either by writing a cheque or putting your donation in a Gift Aid envelope with your name on it. (There are always envelopes at the back of the Church for this purpose.)

Since it is important that we do not reclaim more tax than you have paid, please keep an eye on the total of the donations you make under Gift Aid to all charities. You will need to declare this figure on your Tax Return if you receive one. If you are a higher rate taxpayer, you may be able to attract a personal tax rebate on this sum. Some people have given this additional sum to the church when it has been received.

If you have any queries about the Gift Aid system or, indeed, any other financial matter, please do not hesitate to get in touch with me.

On behalf of St XXX’s, may I thank you again for your committed giving.

Yours sincerely

Name

Treasurer