**Sample thank you letter. Complete the blanks and customize.**

Date

Dear <Salutation>,

Thank you for your recurring gift of $xxx a <frequency>. I am so pleased to welcome you to the <Name of Monthly Giving Program>. By choosing to make monthly gifts, you are one of our key supporters and you’re making a difference all year long!

We can only help <short description of who you are helping>, thanks to your dedication.

Optional <short story of someone/animal helped>

Now that you’re a monthly donor, here is what you can expect:

* You’ll receive updates on how your gifts are making a difference.
* Every January, you’ll receive an overview of all your gifts for tax purposes.

And if at any point, should you have any questions about your monthly gifts, please contact me or my colleague <name of monthly giving support>.

You can call <phone> or send an email: <email>

On behalf of all <description of those served>, thank you again for joining <Name of Monthly Giving Program>.

Yours sincerely,

<Signature>

**<Signer>**

**<Title>**

P.S. Please don't hesitate to contact us at any time. You are a wonderful friend! Thank you again!