[Date]

Dear [Name],

[Church Name] would like to thank you for your gift to support the work of God through our church. Our records show the following gift details:

* **Gift Description:** [Examples include: 100 shares of AT&T stock; 100 bushels of Corn; 10 iPad 2 tablets]
* **Received:** [Date property was transferred to church]
* **Designation:** [Document how the donor intends the gift to be used]

Please notify us within 30 days if this is not accurate. You should retain a copy of this letter for tax purposes. For income tax purposes, it is important for us to state here that you did not receive any goods or services in return for any of these contributions other than intangible religious benefits. You made these gifts out of your own generosity and commitment to Jesus Christ.

Your gifts to God and the church are greatly appreciated, and will help greatly in the mission of making disciples of Jesus Christ.

Yours in Christ,

[Your Name]

[Title]