

Example letter to donor for written statement of a Declaration.

This should be amended to reflect the circumstances surrounding the written statement or Verbal/Oral Declaration.

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Church name  
Church address

Donor's full name  
Donor's address  
Postcode

Date

Dear .....

Thank you for giving to St Ethel's Church and for agreeing, on ..../..../.... , that the Church can reclaim tax on all your donations. You will shortly receive a pack of weekly giving envelopes.

You are aware that you need to have paid an amount of income tax or capital gains tax equal to the tax we reclaim on your donations (currently 25p for every £1 you give).

You may cancel this arrangement in writing within 30 days and, if you do so, it will be as if this agreement had never been made. The Church will keep a copy of this letter.

Yours sincerely