--------Your Logo Here--------

Click here for a tutorial on how to create a mail merge in Word: [Mail Merge Tutorial:](https://support.microsoft.com/en-us/office/video-mail-merge-507b5468-f771-485d-9ef0-27857168a266#:~:text=On%20the%20MAILINGS%20tab%2C%20click,select%20Use%20the%20current%20document.)

--Date--

«firstName» «lastName»

«address»

«city», «state» «zip»

Dear «firstName»,

Thank you for your donation to the ministry of XYZ Church. Our records indicate that you gave to the following funds between the dates of January 1, 2024 – February 1, 2024:

General Fund: «General\_Fund»

Children’s Ministry: «Childrens\_Ministries»

Building Fund: «Building»

Adult Ministries: «Adult\_Ministries»

Student Ministry: «Student\_Ministry»

Hospitality: «Hospitality»

**Total donation:** «totalDonation»

Thank you again for your generosity!