

SAMPLE: AUTO-WITHDRAWAL CONFIRMATION LETTER

RESOURCE 2.34



Sample email to donors giving through auto-withdrawal (bank or card) confirming pledges maintained or increased for YEAR.

JOHN,

I hope you are enjoying your preparation for Christmas!

In YEAR, you generously pledged \$900.00 which has funded extraordinary mission and ministry at Christ Church. It is our understanding that you want your annual pledge to continue to be withdrawn from the credit card ending with 2428. We would be grateful if you would confirm that you would like to continue investing in the work and mission of our church. Please know how grateful we are for your pledge. We hope that you would like to maintain this pledge in YEAR through this automatic monthly withdrawal. We have raised \$1.2 million of the \$1,350,000 we need to do ministry in YEAR and hope that your pledge will be part of those who help us to reach our YEAR pledge goal in December.

Would you please confirm that you wish us to continue deducting payments to your credit card in YEAR? If you would like to increase your pledge, please do not hesitate to let me know.

Thank you for maintaining this pledge to help us reach our goal; and I hope you have a wonderful holiday.

Yours sincerely,

George Steinbrenner
Rector or Campaign Chair