*Name of Church, Parish*

Name - Reverend or other officer

Address of Church

Telephone and Email address

[INSERT LOGO OR PHOTO]

*( LETTER TO LAUNCH A ‘FRIENDS OF’ RUN BY A SUB-COMMITTEE OF THE PCC (i.e. not as a separate charity)*

Dear Friends / First name if known [handwritten if possible] [date]

**Friends of [Church, Parish]**

If we have not met, I am the [vicar/other officer] of [name of church] here in [Parish]. You may come to services at [name of church] or have been to the [Church] at Christmas or Harvest, or for a Wedding or other special Service. Or maybe you live in [Parish] and see the Church building as you pass by.

Whatever your reasons for valuing your Parish Church, I write to ask you to consider supporting [Church] by becoming a patron and joining the ‘Friends of [Name of Church’].

A donation of [£xx] a month, for example, from [one hundred] Friends would make such a difference to our parish finances and would enable us to [explain your vision/what the friends of donations will go towards.]

If you would like more information, please do contact me and I shall be delighted to tell you more about [Church].

If you would like to become a Friend of [Church], the bank details for setting up a standing order are as follows.

[Bank name] [Account name] [Sort code] [Account number]

N.B. – All donations are greatly appreciated and are always treated as highly confidential.

Thank you so much!

With best wishes,

Signature – preferably handwritten

Name of Reverend or other officer

PS. You are always welcome at [Church]. When you next visit please do come and say hello.