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Dear [church member's name],

We are excited to announce our plans for this upcoming [insert holiday or month]. We are in the middle of planning [insert outreach program, i.e., food drive or homeless outreach].

In past years our [outreach program] has had an average attendance of [attendance numbers]. This event allows us to continue reaching out to our community and sharing Christ.

There is a lot that goes into planning a successful outreach, and we're so grateful for our members who volunteer their time and talent. In addition, we're grateful for members like you who help us run these programs by donating.

We can use the following items [insert list of items] to help with the outreach.

Donate [enter amount] dollars, and you can help us [list what that amount of money can do].

Donate [enter amount] dollars, and you can help us [list what that amount of money can do].

Donate [enter amount] dollars, and you can help us [list what that amount of money can do].

If you would like to give a monetary donation to help purchase these supplies, you can do so online [insert donation link]. You can also donate through normal giving; simply mark on your tithing envelope that you would like to direct your giving towards [outreach name].

We would love for our upcoming program to reach our community and those who need to hear the word of God. However, we need your help to make it happen.

Thank you for your support of our community.

Sincerely,

[Signature]